

Washington's Statewide Historic Property Inventory Guide *and Database User Manual*



- **A Guide to the New Statewide Inventory Database**
- **How to Complete the Historic Property Inventory Form**
- **Helpful Hints**

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Chapter 1: Introduction

Historic property inventory forms are arguably the most important tool used by the Office of Archaeology and Historic Preservation (OAHP), historic preservation consultants, local historic preservation commissions, planning departments, and researchers. The inventory is the basic building block of much of the work that happens at OAHP, from determinations of eligibility for the National Register of Historic Places to Section 106 review of potential adverse affects to historic properties. OAHP's collection of inventory forms totals more than 50,000 documents – all currently housed in multiple file cabinets in the OAHP office.

Several years ago, the City of Everett developed a Microsoft Access database to track historic property inventory data, ever after known as the "Everett database". The Everett database was used in several Washington cities and counties, but as local staff worked with the product, difficulties with the database arose. In an effort to generate a reliable and usable database product, OAHP hired professional consultants in 2001 to develop a historic property inventory database that would suit the needs of local governments while at the same time address the state's interest in creating a statewide reference tool. The completion of the database takes OAHP into a new era of technology and information accessibility. From this time forward, OAHP will collect data from local governments and others using the Statewide Historic Property Inventory Database and make it available to the public in an electronic format.

Software Specifications and Equipment Required for the Database

The statewide database requires Microsoft Access 2000 to run. In order to transport large data files back to OAHP, a "cd burner" with which to create data cds for import to the statewide database will also be required. Scanning software and equipment and/or a digital camera will also be needed in order to link images to the database.

How to Use this Guide

"Washington's Statewide Inventory Database Guide" is designed to walk the surveyor through the process of setting up the database, entering data into each field on the inventory form, as well as what is expected to be entered in each field. "Chapter 2: Loading the Database" guides the user through the initial set up process of the database. "Chapter 3: Introducing the Database" gives the user an illustrated guide showing each "screen" or view of the database. "Chapter 4: Entering Data" addresses the actual data entry process. It walks the user through each field, what is expected to be entered in the field, as well as the correct parameters for the data in each field. "Chapter 5: Entering Multiple Resource Sites" explains the process for data entry of resources with several buildings on one property. "Chapter 6: Filtering" explains how to search the database for specific properties or property types. "Chapter 7: Printing Records" guides the user through printing individual records as well as printing summary information. "Chapter 8: Sharing Database Information" explains the process for delivering completed inventory information to OAHP. The Appendix includes the new Field Survey Form; the "Lists" appendix to the field form; and an in-depth description of the Study Unit Themes.

How to Request the Database

The statewide database will be available free of charge from the Office of Archaeology and Historic Preservation. Please contact the Survey and Inventory Program Manager at 360/586-3074 to request a copy of the database.

Chapter 2: Loading the Database

Insert the cd into the cd drive. The following files are included on the cd:

- **HistoricPropertyInventory.mdb** - Microsoft Access Database.
- **HistoricPropertyData.mdb** - This file contains all of the codes and functions of the database and will allow future changes to be made to the database without disturbing existing records.
- **Register.mdb** - Database containing current National and State Register listed properties in Washington which will be linked to the database.
- **Field Form.pdf** - New survey form and photograph list developed for compatibility with the new database - for use in the field.
- **Field Form Addendum.pdf** - Appendix to the field survey form containing choice lists for six fields too large to fit on the survey form.
- **Draft Manual.pdf** - This guide.

To load the database on your computer, simply follow these steps in order:

1) Copy all files to a stable location on your server (e.g. a place where the files won't be moved around). Keep the HistoricPropertyData.mdb, HistoricPropertyInventory.mdb, and Register.mdb in the same folder. You should also create a stable location for your photographs to be stored at the same time. It will make it easier to export data back to OAHP if all photos are kept in one folder that can easily be copied onto a CD.

2) In Windows Explorer, you need to select the files copied from the CD, right click on each and select "Properties", uncheck the "Read Only" box, click "Apply", click "OK".

3) Open the Historic Property database (HistoricPropertyInventory.mdb). If all of the files have been located in the same folder, the database will automatically link them. However, you may be prompted for the location of the register database and the historic properties data database. The register database is Register.mdb and the database containing historic property data is HistoricPropertyData.mdb. The prompt for database locations will only occur the first time or anytime thereafter if the file names are changed or files are moved to new locations.

Chapter 3: Introducing the Database

This chapter will introduce the database, screen by screen. It gives the user an understanding of how the database looks, what its functions are, and how to move between screens. Information on how to add data will be covered in Chapter 4: Entering Data.

Introducing the Database

Summary View

When the database is opened (after records have been entered), a “summary view” of the entries in the database will appear (see Figure 1). The database is setup so that the summary view is the “home-base” for all of the records. Think of the summary view as an abstract of the information contained in the database. Each element of the summary view is described below. Information about the first time the database is opened is found in Chapter 4: Entering Data, page 17.

Figure 1: Summary View of Database

Summary table of records: This is the abstract information that will identify important aspects of a record.

Arrow: The arrow appears next to the record to be edited, viewed, or deleted.

Edit: Use this button to access the selected record.

Add: Use this button to begin entering a new record.

Delete Resource: Use this button to delete the selected record. **Caution: All details of this record will be deleted!**

Filter: Use this button to search the database for a specific record or types of records.

Print: Use this button to print the summary table. In order to print a specific record, select the record to be printed by placing the arrow next to the record and click the “Edit” button to go to the form view. Click the “Print” button on the bottom of the edit screen to print the record.

Defaults: Use this button to set up default values for data entry.

Exit: Exits the database.

Introducing the Database

Location Information Screen

When a record is selected from the summary list, a screen similar to the one in Figure 2 will appear. Notice that the top of the form is orange, while the bottom is gray. The orange section is a short summary of the information contained in the location section.

In order to access the full location section for data entry, select the "Show Location Information" button in the box at the top right hand corner of the form (see Figure 3). Click on the appropriate "toggle switch" to move between the Show Location Information and Show Description Information sections.

Figure 2: Add/Edit Form

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: 1212 OAHP No: Date First Recorded: Scan Number: 1

Site Name Historic: ☐ Show Location Information
Common: ☒ Show Description Information

IDENTIFICATION DESCRIPTION NARRATIVE DISCLAIMER

Date Recorded: Field Recorder: Owner Name: Owner Address: Owner City:

Owner State: Owner Zip:

Resource Status: Comments:

Classification: Within a District? Contributing?

National Register:

Local District:

National Register District/MPD Nomination:

 Select Detail:

Figure 3: "Toggle Switch"

☒ Show Location Information
☐ Show Description Information

Introducing the Database

Location Information

Once the “Show Location Information” button is selected, a screen that looks like Figure 4 will appear. The types of fields in the Location Information entry screen include the common and historic site names, site address, township/range/section, and the UTM reference information. Data entry procedures for each of the fields will be discussed in Chapter 4 of this manual.

Notice that there are pull-down menus that contain choices for many of the fields within this section. Pull-down menus contain pre-selected information such as the list of counties in Washington state, direction information for addresses, etc. The reason the database contains so many pull-down menus is to try to keep data entry as simple and consistent as possible. The pull-down menus should make data entry quicker and of better quality.

Figure 4: Location Information entry screen

“Pull-down” menu for County selection

Callout boxes:

- Top right: ☒ Show Location Information, ☐ Show Description Information
- Left: “Pull-down” menu for County selection (points to the County pull-down menu)

Introducing the Database

Location Information

UTM Reference Screen

Notice the UTM Reference button on the Location Information entry screen. Figure 5 shows both the button and the corresponding screen. This section includes fields such as the UTM zone, the spatial type, acquisition code (how the UTM was found), and UTM sequences for spatial types other than points. The screen also includes a link to the Topozone.com web site to help find the correct UTM reference points for each property. To return to the Location Information entry screen, simply click on the exit button at the bottom of the UTM Reference screen. The specifics of data entry for the UTM Reference section are in Chapter 4: Entering Data, page 26.

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: [] OAHIP No: 15-00012 Date Recorded: 10/1/1974 Scan Number: 11

Site Name Historic: LONE LAKE LUTHERAN CHURCH

Common: LONE LAKE GRANGE HALL

Address Number: [] Prefix: [] Street Name: BAYVIEW ROAD Suffix: [] Type: [] Suffix: [] Direction: [] Other: NEAR LONE LAKE

Vicinity of: [] City/Town: LONE LAKE ZIP: [] Full Address: BAYVIEW ROAD, NEAR LONE LAKE, vicinity of LONE LAKE, VA.

County: [] Township: [] Range: [] E/W: [] Section: [] 1/4 Sec: [] 1/4 1/4 Sec: []

Comments: []

Tax No./Parcel No. [] Quadrangle: []

Plat/Block/Lot: []

UTM Reference

UTM Reference button

Figure 5: UTM Reference screen

Microsoft Access - [HISTORIC PROPERTY INVENTORY: UTM Reference]

File Edit View Insert Format Records Tools Window Help

UTM Zone: 10 Spatial Type: Point Acquisition Code: Unknown

Sequence	Easting	Northing
1		
2		
3		
4		
5		
0		

Please enter the map coordinates for the resource. If it is a point location (e.g. house) enter one set of coordinates. If it is a line location (e.g. trail) please start and end the coordinate sequence with the beginning and the end of the line, respectively. If it is an area (e.g. farm) please enter a sequence of coordinates that, when connected in a clockwise fashion, create a polygon feature (note the beginning and final coordinates in the sequence will be connected to complete the polygon).

If you need assistance, you can go to TopoZone.com to gather coordinates.

Exit

To return to the Location Information screen, click on the Exit button

Introducing the Database

Description Information

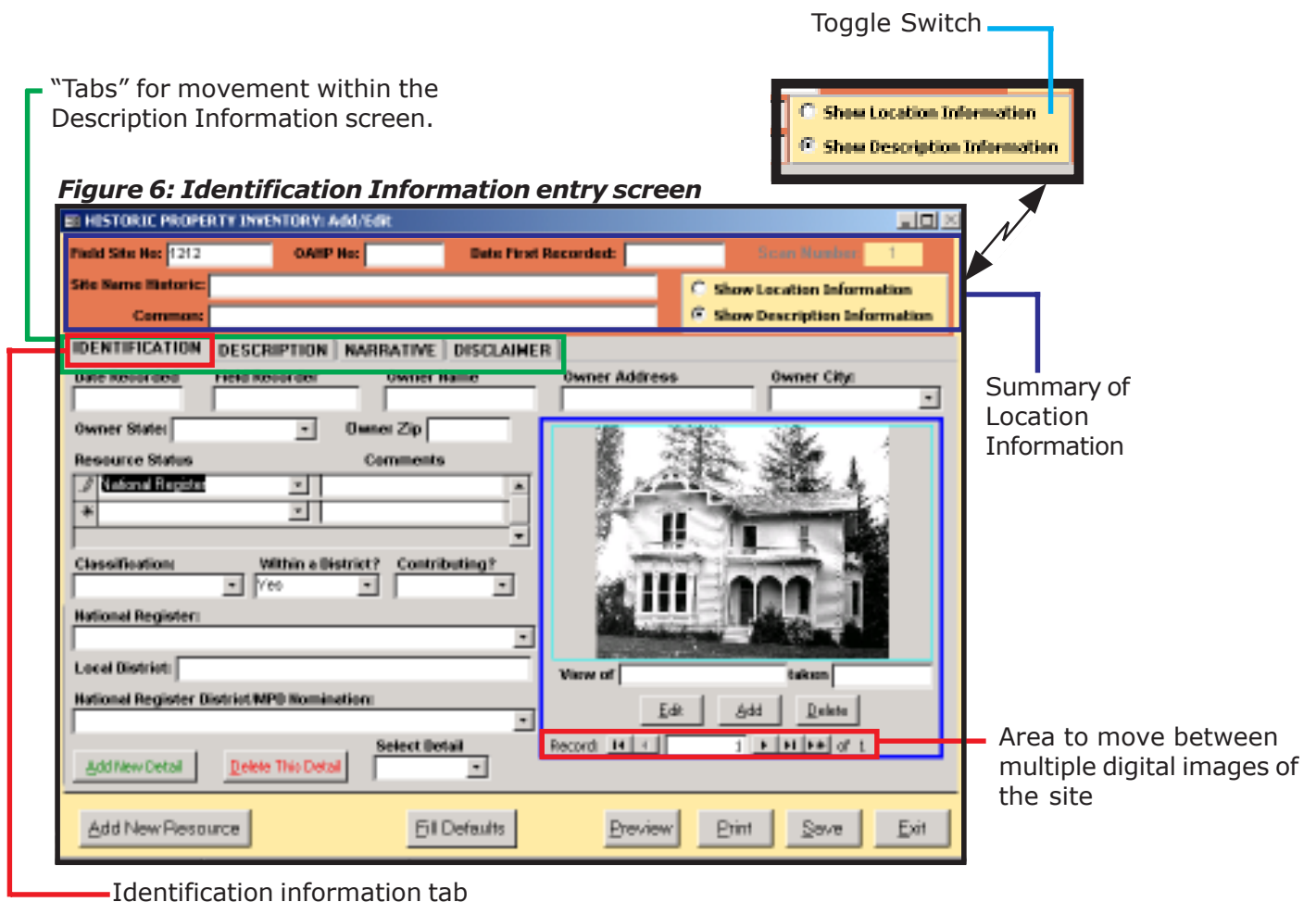
Identification Information Tab

After choosing the Description Information toggle switch, a screen like Figure 6 below appears. Notice that there is always a short summary of the Location Information section visible on the top portion of the screen. The Description Information screen contains a large amount of information and is therefore organized into three different “tabs”. These tabs are titled, “Identification”, “Description”, and “Narrative”. The screen visible in Figure 6 is the Identification section.

The Identification section includes fields such as the field recorder, owner’s information, and the status of the surveyed site. We will go into greater detail later in the manual as to how each field should be entered.

Also available on the Identification screen is the photographic information on the property. This database is capable of holding multiple digital images of the same property.

It is possible to quickly view the different images by simply clicking on the arrows located under the image itself. More information about linking photographs is contained in Chapter 4: Entering Data, page 35.



Introducing the Database

Description Information

Identification Information Tab/Photo Add-Edit Screen

Access the add/edit photography screen from the Identification information screen by clicking on either the add or edit buttons (see Figure 7). This will bring up the Photo Add/Edit screen where images can be linked to the database by using the browse button, comments about the image are recorded, source information is given, etc. Simply select the exit button to return to the Identification screen. More detail about entering images is found in Chapter 4: Entering Data, page 35.

Identification screen

Edit/Add buttons for digital images

Figure 7: Photo Add/Edit Screen

The screenshot shows the 'Photo Add/Edit' window. At the top, there's a title bar 'HISTORIC PROPERTY INVENTORY: Photo Add/Edit'. Below it is a large photo of a two-story white house with a red brick chimney. Under the photo, there are several fields: 'Photography Neg. No (Roll No./Frame No.):', 'Date: 10/5/97', 'Digital Source: [checked]', 'View of: North elevation', 'Primary Photo: [radio buttons for Yes/No]', 'Comments: Photos were taken at 3:00 pm in mostly cloudy conditions.', 'Enlarge Photo' button. At the bottom, there are three boxes: 'Path: T:\', 'Directory: GIS_Databases\Images\Historic\O', and 'File Name: HouseTacoma.jpg'. To the right of these boxes are 'Browse', 'Save', and 'Exit' buttons. A red arrow points from the 'Edit' button in the 'Identification screen' to the 'Browse' button in this window.

Browse button for linking photos to database

Path, directory and file name of digital image appear in these boxes after the image has been linked.

Introducing the Database

Description Information

Description Information Tab

In order to move between the different tabs in the Description Information Section, simply click on the desired tab. The second tab on the screen is the Description tab. After clicking on this tab, a screen as in Figure 8 below will appear.

The Description section includes fields such as the current and historic use of the building, property integrity, roof types, cladding type, and architectural styles and forms. Data entry procedures for each of the fields will be discussed later in this manual.

Notice that there are pull-down menus that contain choices for each field. See the example below under the "Cladding" section. The pull-down menus should make data entry quicker and of better quality.

Figure 8: Description Information entry screen

The screenshot displays the 'HISTORIC PROPERTY INVENTORY: Add/Edit' window. At the top, there are input fields for 'Field Site No: 34546', 'OAHF No:', 'Date Recorded:', and 'Scan Number: 4'. Below these are 'Site Name Historic: Jim's House' and 'Common:'. A yellow box highlights two radio buttons: 'Show Location Information' and 'Show Description Information', with the latter being selected. A blue box highlights the 'DESCRIPTION' tab, which is part of a set of tabs including 'IDENTIFICATION', 'NARRATIVE', and 'DISCLAIMER'. The main area is divided into sections: 'Materials and Features/Structural Types' with fields for 'Current Use:', 'Historic Use:', 'Plan:', 'Structural System:', and 'No. of Stories:'. Below this are 'Changes to plan:', 'Changes to interior:', 'Changes to original cladding:', 'Changes to Other:', 'Changes to windows:', and '(Other specify:'. There are also sections for 'Roof Material', 'Roof Type', 'Styles', 'Foundation', 'Forms', and 'Cladding (Exterior Wall Surfaces)'. The 'Cladding' section is highlighted with an orange box, showing a pull-down menu with the following options: 'Shingle - Coursed', 'Shingle - Diamond', 'Shingle - Fishscale', 'Shingle - Sawtooth', 'Shingle - Staggered', 'Stone', 'Stone - Ashlar/Cut', and 'Stone - Cast'. At the bottom, there are buttons for 'Add New Resource', 'Fill Defaults', 'Preview', 'Print', 'Save', and 'Exit'.

Description
Tab

An example of a "pull-down" menu
under Cladding.

Introducing the Database

Description Information

Narrative Information Tab

In order to move from the Description Information section to the Narrative Information section, simply click on the Narrative tab. The third tab on the screen is the Narrative tab. After clicking on this tab, a screen such as Figure 9 below appears.

Take a moment to familiarize yourself with the fields located in the Narrative section. This section includes fields such as the study unit themes, statement of significance, architect, date of construction, description of physical appearance and bibliography.

This section also includes fields with “pull-down” menus for ease of data entry.

The “memo” fields such as the Statement of Significance and Description of Physical Appearance are open-ended fields. This means that there is not a limit to the amount of data that can be entered, however, it is recommended that these sections remain relatively concise. Data entry procedures for each of the fields will be discussed in Chapter 4 of this manual.

Narrative Tab

Figure 9: Narrative Information entry screen

The screenshot shows a software window titled "HISTORIC PROPERTY INVENTORY: Add/Edit". The window has a top section with input fields for "Field Site No:" (34546), "OAHP No:", "Date Recorded:", and "Scan Number" (4). Below this are "Site Name Historic:" (Jim's House) and "Common:". To the right of these are two radio buttons: "Show Location Information" and "Show Description Information", with the latter being selected. A tabbed interface below shows four tabs: "IDENTIFICATION", "DESCRIPTION", "NARRATIVE" (which is highlighted with a purple box and a line pointing to the "Narrative Tab" label), and "DISCLAIMER". The "NARRATIVE" tab contains several sections: "Study Unit Themes (choose one or more)" with a "Study Unit" dropdown and a "Specify/Other" text field; "Statement of Significance" with a large text area; "Architect:", "Engineer:", and "Builder:" each with a text field; "Date Of Construction:" with a text field; two dropdown menus for "Property appears to meet criteria for the National Register of Historic Places:" and "Property is located in a potential historic district (National and/or local):"; "Description of Physical Appearance" with a large text area; and "Major Bibliographic References" with a large text area. At the bottom of the window are five buttons: "Add New Resource", "Fill Defaults", "Preview", "Print", and "Save", followed by an "Exit" button.

Introducing the Database

Description Information Screens

Disclaimer Tab

The disclaimer tab is there for liability reasons.

Figure 10: Disclaimer Information

The screenshot shows a software window titled "HISTORIC PROPERTY INVENTORY: Add/Edit". The window has a header bar with a menu icon and the title. Below the header, there are input fields for "Field Site No:" (34546), "OAHp No:", "Date Recorded:", and "Scan Number:" (4). There are also text boxes for "Site Name Historic:" (Jim's House) and "Common:". To the right of these fields are two radio buttons: "Show Location Information" (unselected) and "Show Description Information" (selected). Below the input fields is a tabbed interface with four tabs: "IDENTIFICATION", "DESCRIPTION", "NARRATIVE", and "DISCLAIMER". The "DISCLAIMER" tab is currently selected. The disclaimer text is displayed in a large orange box with a black border. The text reads: "This Is Not A Legal Document". Below this, it states: "The information in this database is compiled from various sources and may include inaccuracies or typographical errors. It is subject to constant revision and periodic updates. This database is for informational use only and should not be used for legal purposes. Use at your own risk." The second paragraph states: "The database was created by the State Office of Archaeology and Historic Preservation (OAHP) with assistance from the City of Spokane, Spokane County, and GeoEngineers, Inc. Distribution of this database is strictly prohibited without prior authorization from OAHP. Unauthorized use will not be supported by OAHP or GeoEngineers, Inc.. Authorized and non-authorized users of this database acknowledge that OAHP and GeoEngineers, Inc. are idemnified and held harmless of all losses, claims, or other liabilities incurred from the use or misuse of this database." At the bottom of the window, there is a row of buttons: "Add New Resource", "Fill Defaults", "Preview", "Print", "Save", and "Exit".

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: 34546 OAHp No: Date Recorded: Scan Number: 4

Site Name Historic: Jim's House

Common:

☐ Show Location Information

☒ Show Description Information

IDENTIFICATION DESCRIPTION NARRATIVE DISCLAIMER

This Is Not A Legal Document

The information in this database is compiled from various sources and may include inaccuracies or typographical errors. It is subject to constant revision and periodic updates. This database is for informational use only and should not be used for legal purposes. Use at your own risk.

The database was created by the State Office of Archaeology and Historic Preservation (OAHP) with assistance from the City of Spokane, Spokane County, and GeoEngineers, Inc. Distribution of this database is strictly prohibited without prior authorization from OAHP. Unauthorized use will not be supported by OAHP or GeoEngineers, Inc.. Authorized and non-authorized users of this database acknowledge that OAHP and GeoEngineers, Inc. are idemnified and held harmless of all losses, claims, or other liabilities incurred from the use or misuse of this database.

Add New Resource Fill Defaults Preview Print Save Exit

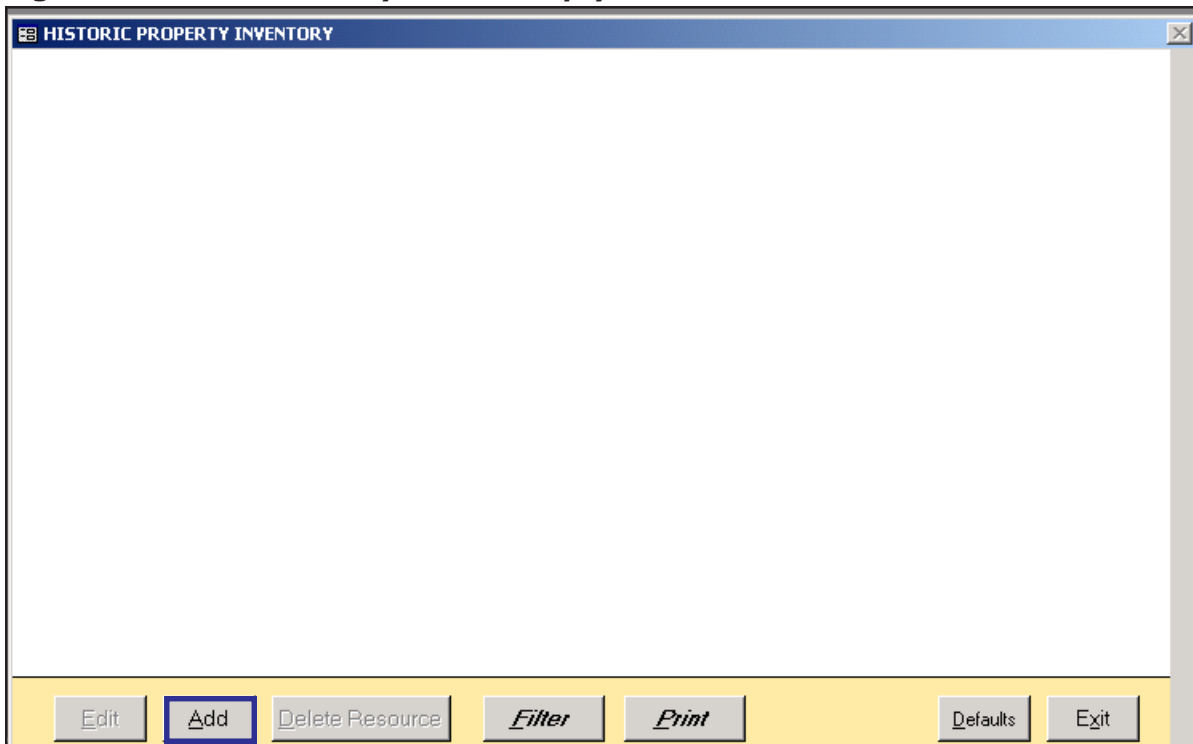
Chapter 4 - Entering Data

This chapter addresses the data entry process. It walks the user through each field, what is expected to be entered in the fields, as well as the correct parameters for the data in each field. This chapter begins with the initial screen the user will encounter and progresses through each section systematically.

Entering Data

Summary View

Figure 11: Blank Summary View of Empty Database



The first time the database is opened, the screen above will appear. This is what's known as the "Summary View" of the database. For the first entry, simply begin by clicking on the "Add" button on the bottom of the screen. A blank "Add/Edit" form will appear.

**Important
Information**

The first time the database is entered and the "Add" button is clicked (bringing up a blank record), at least one field must be populated with data in the Location Section such as the Field ID. The entire record does not need to be completed, but before exiting, it is imperative that one field in the Location Information Section be entered. After one field has been entered and the "Save" button has been clicked, the rest of the database may be accessed or exited.

Entering Data

Getting Started

Figure 12: Default Settings

The screenshot displays the 'HISTORIC PROPERTY INVENTORY' application window. A 'DEFAULT SETTINGS' dialog box is open, overlaying the main data entry form. The dialog box contains the following fields and controls:

- County: [Dropdown menu]
- Quadrangle: [Dropdown menu]
- Township: [Dropdown menu]
- Range: [Dropdown menu]
- Range E/W: [Dropdown menu]
- Section: [Dropdown menu]
- Min Northing: [Text input]
- Max Northing: [Text input]
- Min Easting: [Text input]
- Max Easting: [Text input]
- Photo Path: [Text input]
- Photo Directory: [Text input]
- Bibliography: [Text input]
- Save button
- Exit button

The main application window shows a list of historic properties with columns for Historic Name, Common Name, Location Address, Construction Date, Field Site No., Scan ID, and Date Recorded. The first entry is 'WOODLAND HALL' with Scan ID 14. The second entry is 'SUNLIGHT BEACH DIKE' with Scan ID 10. The third entry is 'COOK, DANIEL U., HOUSE' with Scan ID 9. The fourth entry is 'CLARK, S.L., HOMESTEAD CABIN' with Scan ID 9. At the bottom of the application window, there are buttons for Edit, Add, Delete Resource, Filter, Print, and a 'Default' button (highlighted with a red box). A red arrow points from the 'Default' button to the 'DEFAULT SETTINGS' dialog box.

Default Settings

The database has a few built-in measures to help insure quality control for data entry. One of those measures is located on the Summary Information screen. In order to limit the information that can be entered into certain fields, begin by clicking on the "Default" button. Defaults can then be set to insure consistency within the database. For instance, if all of the inventory forms being entered come from the same county, set the default to that county. Then when editing or adding data, simply click on the "Fill Defaults" button located at the bottom of the screen. The database will then automatically fill all of the fields with defaults assigned. It is important to note that selecting the "Fill Defaults" button will override any manual changes made to a field containing a default value.

Getting Started

Once records are entered into the database, the summary view appears with an abstract of each record in the database. Figure 13 shows one abstract summary view of a record. In order to access a specific record, double click in the box next to the record or select it and press "Edit" at the bottom of the screen. The "Edit" screen will then appear for the record selected.

	Historic Name: LONE LAKE LUTHERAN CHURCH	Field Site No.:
	Common Name: LONE LAKE GRANGE HALL	Scan ID: 11
	Location Address: BAYVIEW ROAD, NEAR LONE LAKE, vicinity of LONE LAKE, WA	Date Recorded:
	Construction Date:	Styles:

Once the “Add” button (for a new record) or the “Edit” button (for an existing record) is selected, a screen such as the one in Figure 14 appears. Start by selecting the “Show Location Information” button on the Toggle Switch (see Figure 2).

Historic Property Inventory Add/Edit

Field Site No: 1212 OAHIP No: Date First Recorded: Scan Number: 1

Site Name Historic: Comments:

IDENTIFICATION DESCRIPTION NARRATIVE DISCLAIMER

Date Recorded: Field Recorder: Survey Name: Owner Name: Owner Address: Owner City:

Owner State: Owner Zip:

Resource Status: Comments:

Classification: Within a District? Contributing?

National Registration: Local District:

View of: 1 of 1

Record: 1 of 1

Add New Detail Delete This Detail Select Detail

Add New Resource Fill Defaults Preview Print Save Exit

HISTORIC PROPERTY Entry Form

Field Site No. 3456 OAHF No. Date Recorded Scan Number 4

Site Name Historic Jim's House ☒ Show Location Information ☐ Show Description Information

Common

Address Number Prefix Direction Street Name Suffix Type Suffix Direction Other

Vicinity of City/Town ZIP Full Address

County Township/Range/Section Comments

Township	Range	E/W	Section	1/4 Sec	1/4 1/4 Sec

UTM Reference

Tax No./Parcel No. Quadangle Acreage

Supplemental Map(s)

Plot/Block/Lot

Add New Resource Edit Details Review Print Save Exit

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Entering Data

Location Information Section

Figure 16 : Location Information screen - detail view

The screenshot shows a web-based form titled "HISTORIC PROPERTY INVENTORY: Add/Edit". The form is divided into several sections. At the top, there are four input fields: "Field Site No:" with the value "34546", "OAHP No:" (empty), "Date Recorded:" (empty), and "Scan Number:" with the value "4". Below these are two radio buttons: "Show Location Information" (selected) and "Show Description Information" (unselected). The "Site Name Historic:" field contains "Jim's House", and the "Common:" field is empty. The "Address" section includes "Address Number:" (empty), "Prefix Direction:" (empty), "Street Name:" (empty), "Suffix Type:" (empty), "Suffix Direction:" (empty), and "Other:" (empty). The "Vicinity of" checkbox is unchecked. The "City/Town:" field is empty, and the "ZIP:" field is empty. The "Full Address" field is empty. The form is color-coded with orange and blue borders.

Field Site Number

The Field Site Number is for each jurisdiction's own tracking purposes. Any number or alphanumeric code can be entered in this field. Many jurisdictions may choose to use this field as a link to their GIS systems.

OAHP Number

Leave blank unless entering legacy data already assigned an OAHP Number. If entering information from a new survey, leave this field blank and the OAHP number will be determined and completed by OAHP following the conclusion of the survey.

Date Recorded

Provide the date on which the site was visited and the information was recorded. If entering legacy data, be sure to put the date the site was surveyed rather than the date that the survey is entered into the database. This system is capable of having several details for one site as inventory forms are updated in the future (see "Add New Detail", page 34).

Scan Number

This information is used solely by the Office of Archaeology and Historic Preservation and cannot be accessed by external sources.

Site Name

Historic:

This is the name that will identify a property in the Statewide Historic Property Inventory Database. The historic name is preferred for reference because it retains its meaning regardless of ownership changes and because it often relates to the property's period or area of significance. The historic name usually refers to the original person(s) or event associated with the site; significant uses of the site; innovative or unusual characteristics of the property; and/or accepted professional, scientific, technical, or traditional names. Using the preferred National Register method of historic property naming for a single family residence or other type of property associated with a family name, enter the last name, first name(s), building type. For example: Linert, Edwin J. and Hilda M., House;

Entering Data

Location Information Section, con't

Figure 17: Location Information screen - detail view

The screenshot shows a software window titled "HISTORIC PROPERTY INVENTORY: Add/Edit". The form contains several fields for location information. At the top, there are fields for "Field Site No:" (1212), "OAHF No:" (blank), "Date First Recorded:" (2/5/88), and "Scan Number:" (1). Below these are "Site Name Historic:" (SMITH, WARD T. AND BJUG HARSTAD HOUSE) and "Common:" (Smith Farms). To the right of these fields are two radio buttons: "Show Location Information" (selected) and "Show Description Information". Below the name fields is a section for the address, divided into "Address Number:" (132), "Prefix Direction:" (SE), "Street Name:" (Turnwater), "Suffix Type:" (Way), "Suffix Direction:" (blank), and "Other:" (and Olympia Drive). At the bottom, there are fields for "Vicinity of:" (checkbox), "City/Town:" (Turnwater), "ZIP:" (98506), and "Full Address:" (132 SE Turnwater Way, and Olympia Drive, Turnwater, WA 98506).

Site Name, con't

Historic: Bingham, William, Barn. For other types of buildings/structures/objects/sites use the historic name associated with the property such as: Monroe Street Bridge; Bell Apartments. If the property is listed on the State or National Register, be sure that the name in the Site Name Historic field matches the official National Register name as listed in the Identification Section (see page 30).

Common: This is a name by which the property is commonly or popularly known. Usually the common name reflects its recent history or popular use. For example: a building originally constructed as a Methodist church would have the historic name of "First Methodist Church." However, if during the course of history the structure was sold to a local public library and is still used as such, the common name would be "Community Public Library." A word of caution: the common name is not necessarily the name of the present owner or occupant.

Note: When in doubt about what to enter for both the common and the historic name, it is recommended that the surveyor simply leave the space blank.

Site Address

Notice that the site address has been broken up into ten separate fields. This was done to improve consistency and quality of site addresses. It will also improve the reliability of searches for particular properties, properties on a certain street, etc. Descriptions of each of the ten sections follow.

Entering Data

Location Information Section, con't

Figure 18 : Location Information screen - detail view of address section

The screenshot shows a form with the following fields and callout lines:

- Address Number:** A text input field with a yellow callout line.
- Prefix Direction:** A pull-down menu with a green callout line.
- Street Name:** A text input field with a purple callout line.
- Suffix Type:** A pull-down menu with a pink callout line.
- Suffix Direction:** A pull-down menu with a blue callout line.
- Other:** A text input field containing "NAVAL AIR STATION, SEAPLANE BASE, WHIDBEY ISLAND, WA" with an orange callout line.
- Vicinity of:** A checkbox with a yellow callout line.
- City/Town:** A pull-down menu with "WHIDBEY ISLAND" selected, with a red callout line.
- ZIP:** A text input field with a yellow callout line.
- Full Address:** A text input field containing "NAVAL AIR STATION, SEAPLANE BASE, WHIDBEY ISLAND, WA" with a pink callout line.

Address Number

The address number field is meant for the building number only.

Prefix Direction

This field features a "pull-down" menu with directional information related to the **prefix** direction for the address being entered.

Street Name

The street name field refers to the street name only. For example, Smith Avenue would be listed in the street name field as Smith only. Suffix (or street) type follows in the next field.

Suffix Type

The suffix type field also features a "pull-down" menu of various street types. For example: St, Ave, Blvd, Dr, Hwy, Ln, etc.

Suffix Direction

This field features a "pull-down" menu with directional information related to the **suffix** direction for the address being entered.

Other

This is a memo field for any other pertinent information related to the address. This field may be useful when there is not an address for the surveyed property and a more descriptive narrative of the site location is called for such as intersection information. For more detailed information such as directional information (i.e.: two miles from the old stone church across the street from the abandoned windmill...), use the "Comment" field (see page 25).

City/Town

Enter the City or Town where the inventoried property is located. Notice that there is a pull-down menu that will automatically populate with cities that are entered so that in the future, data entry will be quicker.

Vicinity

If a property is located outside the limits of an incorporated community or clearly beyond the extent of an unincorporated community, use the "vicinity" check box. The "Comment" field may then be used to further quantify the site's location.

Entering Data

Location Information Section, con't

Figure 19: Location Information screen - detail view of address section

Address Number:	Prefix Direction:	Street Name:	Suffix Type:	Suffix Direction:	Other:
					NAVAL AIR STATION, SEAPLANE
Vicinity of	City/Town:	ZIP:	Full Address		
<input type="checkbox"/>	WHIDBEY ISLAND		NAVAL AIR STATION, SEAPLANE BASE, WHIDBEY ISLAND, WA		

Zip

Enter either the 5-digit zip code or the 9-digit zip code.

Full Address

This field is automatically updated from the information entered in the nine previous fields. It is possible to edit the address in this field, however, it will not change the information listed in the individual fields.

Figure 20: Location Information screen - detail view of mapping section

County:	Township/Range/Section:						Comments:
Whatcom	Township	Range	E/W	Section	1/4 Sec	1/4 1/4 Sec	
*	28	03	E	11	na	na	
	01	01	E	na	na	na	
UTM Reference							
Tax No./Parcel No.		Quadrangle		Acreage			
Plat/Block/Lot:		Supplemental Map(s):					

County

Use the "pull-down" menu to choose the county where the inventoried property is located. In the case that the property is in a geographically large area, such as a farmstead, a road, or an amusement park, there is the possibility that the site may be located in more than one county - the database allows for an endless number of counties to be listed.

Township/Range/Section/ 1/4 Section

The next section deals with the mapping location information. Each of the fields has "pull-down" menus for ease of entry.

To find the location of the property in the township and range system, one method is to consult the legal description for the property. The legal description is part of the property deed and is

Township/Range/Section/¼ Section, con't

kept on file at the County Recorder's Office. The township, range, section, and ¼ section are given within the legal description that precisely defines the size and boundaries of each particular parcel.

The same information can be found on the United States Geological Survey (USGS) topographic map. The township designation is printed in red on the right and left-hand margins of the map. The designation will be given by a capital letter "T" (for township) followed by a number, which is in turn followed by a capital "N" (for north), for example: T21N. The township designation will always be north in Washington state since the baseline for determining the township number is located in Oregon. The range designation is also printed in red found on

the top and bottom margins of the USGS map. The range designation will be given by the capital letter "R" (range) followed by a number, which is in turn followed by either a capital "E" (east) or a capital "W" (west), for example: R1E or R1W. The Willamette Prime Meridian, from which range designations are determined, is a north-south line that bisects Washington state in a path running near the communities of Vancouver and Olympia, then across the Kitsap Peninsula. The USGS topographic maps will identify this meridian. As an example, the complete township and range designation T21N R1E identifies the 21st township north of the baseline and the first range east of the Willamette Prime Meridian.

Figure 21: Detail view of Township/Range/Section

Township/Range/Section:						
	Township	Range	E/W	Section	1/4 Sec	1/4 1/4 Sec
▶	28	03	E	11	na	na
*	01	01	E	na	na	na

The USGS map should also be used for determining the correct section number. The section lines are indicated by solid red lines on the USGS map and the section number also appears printed in red at or near the center of the section.

Next, the surveyor is to determine the ¼ section in which a site is located. Again, this information can be found in the property legal description at the County Recorder's Office. However, the surveyor is also able to derive this information from the USGS map. First, it is important to know that each section can be divided into four quadrants: NE ¼, NW ¼, SE ¼, SW ¼. Although these quadrants are not indicated on the USGS maps, one can determine the ¼ section by simply "eye-balling" in which quadrant the property is located in relation to the center of the section. If unsure of the ¼ section, the surveyor can easily sketch the quadrants on the field copy of the USGS map to more precisely define the quadrant boundaries. In the ¼ section field, the surveyor should enter the appropriate quadrant designation. A completed example would appear as follows: Township 21N Range 1E Section 23 ¼ Section NE.

Note: Identifying the ¼ section can become tedious and confusing in major urban areas. Contact OAHP regarding the necessity of determining ¼ section designations when properties are recorded in such areas.

Entering Data

Location Information Section

Figure 22: Location Information screen - detail view of mapping section

The screenshot displays a software interface for entering location information. It features several sections with input fields and dropdown menus:

- County:** A dropdown menu with 'Whatcom' selected.
- Township/Range/Section:** A table with columns for Township, Range, E/W, Section, 1/4 Sec, and 1/4 1/4 Sec. The first row shows Township 28, Range 05, E/W E, Section 11, 1/4 Sec na, and 1/4 1/4 Sec na. The second row shows Township 05, Range 01, E/W E, Section na, 1/4 Sec na, and 1/4 1/4 Sec na. The third row shows Township 01, Range 01, E/W E, Section na, 1/4 Sec na, and 1/4 1/4 Sec na.
- Comments:** A large text area for additional information.
- UTM Reference:** A text field.
- Tax No./Parcel No.:** A text field.
- Quadrangle:** A text field.
- Acreage:** A text field.
- Supplemental Map(s):** A text field.
- Plat/Block/Lot:** A text field.

Colored lines connect specific fields to their descriptions below: a blue line from the Comments field, a purple line from the Tax No./Parcel No. field, a yellow line from the Quadrangle field, a green line from the Acreage field, a pink line from the Supplemental Map(s) field, and a blue line from the Plat/Block/Lot field.

Comments

This field is included for any additional comments about the property that have to do with location information. A descriptive narrative depicting the property's location can be entered here.

Tax Number/Parcel Number

Enter the tax number or parcel number for the property as found in the tax records at the County Courthouse or City Hall.

Quadrangle or Map Name

Enter the title of the USGS topographic quadrangle map on which the site is located. The title is found near the upper right and lower right corners of the map and often refers to a community mapped on that particular quadrangle. There is a pull-down menu that includes all the quad maps in Washington state.

Acreage

Acreage of a property may be obtained from the deed or tax records held at the County Courthouse. When the acreage of the parcel being recorded is obtained, enter the number in the acreage field. If less than one acre, enter -1 in the field provided.

Supplemental Map(s)

If the survey effort has used maps in addition to the USGS maps, enter the title and/or source of the supplemental map(s). For example: City of Aberdeen Zoning Map (1983).

Plat/Block/Lot

When plat, block, and lot data is available from property legal descriptions, maps, or the local assessor's office, enter the reference in this field. Such an entry would read as follows: "Day and Mustard Addition, Block 34, Lots 1 and 2." If this material is not available, leave this field blank.

Entering Data

Location Information Section

Figure 23: UTM Reference screen

Microsoft Access - [HISTORIC PROPERTY INVENTORY: UTM Reference]

Sequence	Easting	Northing
1		
2		
3		
4		
5		
0		

Please enter the map coordinates for the resource. If it is a point location (e.g. house) enter one set of coordinates. If it is a line location (e.g. trail) please start and end the coordinate sequence with the beginning and the end of the line, respectively. If it is an area (e.g. farm) please enter a sequence of coordinates that, when connected in a clockwise fashion, create a polygon feature (note the beginning and final coordinates in the sequence will be connected to complete the polygon).

If you need assistance, you can go to TopoZone.com to gather coordinates.

UTM Reference

The UTM (Universal Transverse Mercator) Grid system provides an accurate method for recording the geographic location of a site. In order to access the UTM Reference entry screen, click on the UTM Reference button on the Location Information screen as shown in Figure 23. The UTM Reference entry screen will appear as above. Instructions as to how to enter points, linear features, and large areas (polygons) are included on the screen.

For information on how to find UTM Reference points, many people turn to Topozone.com. There is a link to the web site on the UTM Reference page and instructions for locating the UTM through Topozone.com follow.

Spatial Type

This allows the user to differentiate between a point, line, or polygon when entering a UTM reference. Examples of a point include a residential property, a building, or an object. An example of a line would be a historic road. Finally, a polygon should be given when the area of the surveyed property is 40 acres or larger. For example, this may occur when the property surveyed is a farmstead, a school, or a hospital.

Acquisition Code

The acquisition code helps OAHF determine the reliability of the UTM reference information. Enter the method by which the UTM was located. Choices include Digitized Source, Geocoded, GPS, Surveyed, TopoZone.com, Other, Unknown, and USGS Topo.

UTM Reference

The UTM (Universal Transverse Mercator) Grid system provides an accurate method for recording the geographic location of a site. In order to access the UTM Reference entry screen, click on the UTM Reference button on the Location Information screen as shown in Figure 23. The UTM Reference entry screen will appear as above. Instructions as to how to enter points, linear features, and large areas (polygons) are included on the screen.

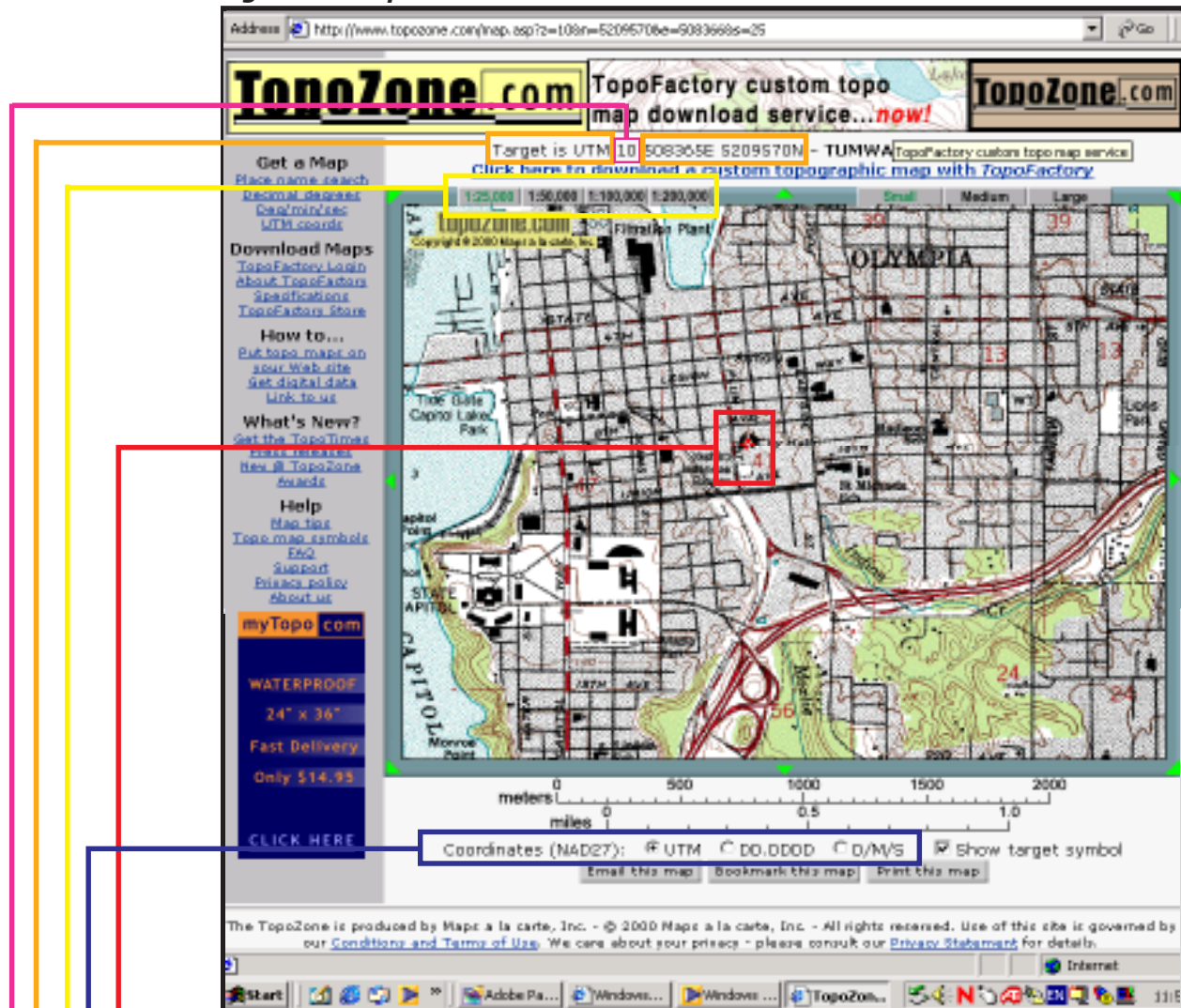
For information on how to find UTM Reference points, many people turn to Topozone.com. There is a link to the web site on the UTM Reference page and instructions for locating the UTM through Topozone.com follow.

Entering Data

How to Use Topozone.com

Use the link to Topozone.com found on the UTM Reference page. Once on the Topozone.com web site, enter the place name which is the city and state of the surveyed property. The site will then take you to a screen similar to that in Figure 24. You will be able to increase or decrease the size of the map by clicking on the various ratios at the top of the map. Locate the surveyed property on the map and click on it, setting down a "point". The point shows up as a red mark. Locate the UTM reference on top of the map (see description below). For a larger area, simply put points on each of the corners of the area and mark down the UTM reference for each point making up the boundaries. After recording one point, or sequence, simply move to the next point and record those coordinates. Continue until the area is mapped out with coordinates.

Figure 24: TopoZone.com web site



Point selected - Olympia City Hall.

UTM Reference for that point. The number followed by the 'E' is the easting and the number followed by the 'N' is the northing.

UTM Zone - in this case '10'.

The size of the map can be changed to help locate specific streets or be expanded to locate a large area.

Make sure that the UTM button is selected.

Entering Data

Identification Screen

Figure 25: Identification entry screen

Once the Location Information Section is complete, click the toggle switch to select "Show Description Information".

The database screen that appears is the Description Information Section. The Identification screen automatically appears. Other tabs in the Description Information Section are the Description, Narrative, and Disclaimer tabs. Begin entering information in the Identification section.

Date Recorded

Although this information may have been previously entered in the Location Information section, it is important to enter it again in the Identification Screen. The database uses this date to identify which record is being viewed. For instance, if there are multiple inventory forms for one particular property, this is where you would enter the date when this detail was surveyed. The information in the Location Information screen will remain the same.

Field Recorder

This is the person(s) who recorded site information in the field. Names should be entered into the database as first name, middle initial, last name, for example: Mary L. Brown. When there is more than one field recorder, separate with a comma, for example: Mary L. Brown, Tom D. Young.

Survey Name

When conducting named surveys, enter survey project name here.

Owner's Name and Address

Provide the name of the legal owner as listed in the local tax records. Should be entered in the same format as the field recorder: first name middle initial last name, for example: Mary L. Brown. Owner addresses should always be listed in the following format:

Entering Data

Identification Screen, con't

Figure 26: Identification entry screen

The screenshot shows the 'Identification' tab of a data entry form. At the top, there are fields for 'Field Site No.' (1212), 'OAHF No.', 'Date First Recorded' (2/7/1995), and 'Scan Number' (1). Below these are 'Site Name Historic' (Joseph Perlinz House) and a 'Comments' field. To the right are checkboxes for 'Show Location Information' and 'Show Description Information'. The form is divided into sections: 'IDENTIFICATION', 'DESCRIPTION', 'NARRATIVE', and 'DISCLAIMER'. The 'IDENTIFICATION' section contains fields for 'Date Recorded' (2/7/1995), 'Field Recorder' (Joe Smith, Mary Brown), 'Owner Name' (Bill Clark), 'Owner Address' (13244 James Street N.), 'Owner City' (Phoenix), 'Owner State' (Arizona), and 'Owner Zip' (55668). A 'Resource Status' pull-down menu is open, showing options: 'Determined Eligible - NPS', 'Determined Eligible - SHPO', 'Determined Not Eligible - SHPO', 'Local Register', 'National Landmark', 'National Register', 'Other (HABS, HAER)', and 'State Register'. The 'Comments' field contains 'Listed in 1962'. To the right of the form is a photo of a house with a 'View of' label and 'Edit', 'Add', and 'Delete' buttons. At the bottom are buttons for 'Add New Detail', 'Delete This Detail', 'Select Detail' (2/7/1995), 'Add New Resource', 'Fill Defaults', 'Preview', 'Print', 'Save', and 'Exit'. Three colored lines with arrows point from text blocks below to specific fields: a red line from 'Owner Address, con't.' to the 'Owner Address' field; a blue line from 'City, state, and zip code...' to the 'Owner City', 'Owner State', and 'Owner Zip' fields; and an orange line from 'Resource Status and Comment Field' to the 'Resource Status' pull-down menu.

Owner Address, con't.

Direction Prefix / Number / Direction / Street Name / Street Type / Direction Suffix

Following are some examples:

N. 1212 Smith Boulevard / 1212 N. Smith Boulevard / 1212 Smith Boulevard N.

Directions should be abbreviated as follows:

- | | |
|--------------|-------------------------|
| 1. North – N | 4. West – W |
| 2. South – S | 5. Northeast – NE |
| 3. East – E | 6. Southwest – SW, etc. |

City, state, and zip code each have their own field and should be entered in the appropriate space. Note that the city and state fields have pull-down menus that will be populated as the fields are entered.

Resource Status and Comment Field

Use the pull-down menu to select the applicable designation, determination, or documentation of the resource. If unsure as to a property's status, contact OAHF for assistance. The pull-down menu includes the following choices: Demolished, Determined Eligible - NPS, Determined Eligible - SHPO, Determined Not Eligible - SHPO, Local Register, National Landmark, National Register, Other (HABS, HAER), State Register, and Survey/Inventory. The Determination of Eligibility (DOE) choices should only be used when either OAHF or the National Park Service has officially determined the site eligible (note date of DOE in comment field). "HABS" refers to the documentation of the site by the Historic American Building Survey and "HAER" indicates the Historic American Engineering Record has documented the site.

Entering Data

Identification Screen, con't

Figure 27: Identification entry screen

HISTORIC PROPERTY INVENTORY: ADMIN

Field Site No: 1212 OAHN No: Date First Recorded: Scan Number: 1

Site Name Historic: Comment:

☐ Show Location Information
☒ Show Description Information

IDENTIFICATION | DESCRIPTION | NARRATIVE | DISCLAIMER

Date Recorded: Field Recorder: Survey Name: Owner Name: Owner Address: Owner City:

Owner State: Owner Zip:

Resource Status: Comments:

Determined Eligible - NPS

Classification: Within a District? Contributing?

National Register:

HISTORIC NAME	OTHER NAME
DENNY HALL	DENNY HALL
DENNY PARK	
DENNY, ARTHUR, HOME SITE	
DENNY-FUHRMAN SCHOOL	SEWARD SCHOOL LUNCHROOM AND GYMNASIUM
DENVER AND RIO GRANDE WESTERN RAILROAD BUSINES	ABRAHAM LINCOLN, THE
DEPRESSION-ERA BUILDINGS TR	DEPRESSION-ERA BUILDINGS TR
DESAUTEL & W. MEYER DONATION RANCH	

Add New Resource Edit Defaults Preview Print Save Exit

Resource Status and Comment Field, con't

The comment field is for entering any additional information that helps describe the Resource Status. For example, if the building has been demolished, select "demolished" in the Resource Status field and enter the date of demolition in the comment field if known. If the field is populated with a "Determination of Eligibility" (DOE), either National Park Service or State Historic Preservation Office, the comment field should include further information about that determination such as the date of the DOE and the individual responsible for the determination.

Notice that when the Resource Status field is populated with one of the following fields: Determined Eligible - NPS, State Register, National Landmark, or National Register, the previously "grayed out" field titled, "National Register" becomes available for data entry. If any of the other possible choices are selected, this field remains inaccessible. The Historic Property Inventory Database is linked to the Office of Archaeology and Historic Preservation's National Register and Washington Heritage Register database. The "Register" file that was sent on cd with the database is how this field is able to link with OAHN's. The same is true for the field titled "National Register District/MPD Nomination". In that pull-down menu, the database filters out only the appropriate National Register Districts and Multiple Property Documents as choices if the field entitled "Within a District?" is marked "yes".

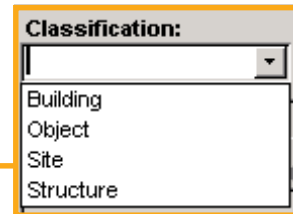
Entering Data

Identification Screen, con't

Classification

Use the pull-down menu to indicate the kind of property being documented on the inventory form. Only select one type of classification. To determine the appropriate category, refer to the following definitions:

Detail of Classification field



The image shows a screenshot of a software interface for data entry. It features a label 'Classification:' followed by a pull-down menu. The menu is open, displaying four options: 'Building', 'Object', 'Site', and 'Structure'. The menu has a small downward-pointing arrow at the top right.

Building: A building is a structure created to shelter any form of human activity. Buildings may refer to a historically related complex.

Resources commonly classified as “buildings” include single buildings such as a courthouse, city hall, social hall, commercial building, library, train depot, residence, hotel, theater, store, school, or church; or groups of buildings such as courthouse and jail, house and barn, college quadrangle, farmstead, mansion and carriage house, apartment complex, and church and school.

Object: An object is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment. Objects should be located in a setting appropriate to their significant historic use, roles, or character.

Resources commonly classified as “objects” include ships, locomotives, aircraft, carousels, boats, trolley cars, monuments, boundary markers, statues, and murals.

Site: A site is a definable location of a significant event or pattern of events. It may be the location of prehistoric or historic occupations or activities which may be marked by physical remains; or the symbolic focus of a significant event or pattern of events which may be or may not have been actively occupied over time; or the location of a ruined building, structure, or object if the location itself possesses historic, cultural, or archaeological significance. A site may possess associative significance, information potential, or both.

Resources commonly classified as “sites” include habitation sites, burial mounds, funerary sites, rock shelters, village sites, hunting and fishing grounds, ceremonial sites, petroglyphs, battlefields, campsites, ruins of industrial works, and sites of treaty signings.

Structure: A structure is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale.

Resources commonly classified as “structures” include canals, bridges, trestles, dams, power plants, silos, roadways, grain elevators, kilns, and railroad grades.

Entering Data

Identification Screen, con't

Figure 28: Identification entry screen

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: 1212 OAHIP No: Date First Recorded: Scan Number: 1

Site Name Historic: Common:

IDENTIFICATION DESCRIPTION NARRATIVE DISCLAIMER

Date Recorded: Field Recorder: Survey Name: Owner Name: Owner Address: Owner City:

Owner State: Owner Zip: Resource Status: Comments:

Classification: Within a District? **yes** Contributing? **yes**

National Register: Local District: National Register District/Thematic Nomination Name:

Add New Detail Delete This Detail Select Detail

Add New Resource Fill Defaults Preview Print Save Exit

NO IMAGE AVAILABLE

View of: taken

Record: 14 of 1

Within a District?

If the inventoried property is within a National Register Historic District, a Washington Heritage Register Historic District, or a locally designated historic district, please indicate so by selecting "yes" in the pull-down menu. If the property is not within a district, select "no". If either "no" or "not identified" is selected, the following fields of "Contributing?", "Local District", and "National Register District/Thematic Nomination Name" will all become gray and cannot be accessed. If the surveyor is unsure of the designation, select "not identified".

If the property is located within a historic district, select the "yes" choice and data entry should continue with the next field labeled "Contributing?". To help define whether a site is contributing or not, see the following:

A **contributing** building, site, structure, or object adds to the historic architectural qualities, historic associations, or archaeological values for which a property is significant because:

- it was present during the period of significance and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or
- it independently meets the national, state or local criteria for register status.

Entering Data

Identification Screen, con't

Within a District?, con't

A **non-contributing** building, site, structure, or object does not add to the historic architectural qualities, historic associations or archaeological values for which a property is significant because:

- a) it was not present during the period of significance,
- b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or
- c) it does not independently meet the national, state or local criteria for register status.

Local District

If the property is located within a locally designated historic district, enter the name of the local district in this field.

National Register District/MPD Name

If the property being inventoried is listed in the National Register of Historic Places or the Washington Heritage Register as a result of a district or Multiple Property Documentation (MPD) nomination, indicate the name of the historic district or the title of the MPD nomination by using the pull-down menu shown in Figure 29. This information, found on the Historic Property Inventory Database cd and entitled "Register", is linked to the database (see page 5, Loading the Database). Periodically, we will update the Register database information and send the most current version by email, disk, or through the OAHP web site.

Note: This section of the inventory form is concerned with the current status of the property regarding **official** designation. It is not where the surveyor provides a possible name for a historic district or MPD. Correct information on property status should be obtained from OAHP before fieldwork begins. In regard to local designation or a local historic district, the surveyor/survey coordinator should contact the local agency or organization responsible for administering the designation.

Figure 29: Detail of National Register District list

HISTORIC_NAME	OTHER_NAME
ALKI POINT AND DUWAMISH HEAD	ALKI BEACH PARK
BALLARD AVENUE	BALLARD AVENUE HISTORIC DISTRICT
BASALT COBBLESTONE QUARRIES DISTRICT	CARTY UNIT, RIDGEFIELD NATIONAL WILDLIFE REFUGE
BONNEVILLE DAM HISTORIC DISTRICT	BONNEVILLE PROJECT
BONNEVILLE POWER ADMINISTRATION MASTER GRID DIS	
BROWNE'S ADDITION	BROWNE'S ADDITION HISTORIC DISTRICT
BROWNS POINT LIGHTHOUSE AND KEEPER'S COTTAGE	

Entering Data

Identification Screen, con't

Figure 30: Identification entry screen

Confirm these dates before deleting a detail

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: 1212 ONIP No: Date First Recorded: Scan Number: 1

Site Name (Historic): Common:

Show Location Information Show Description Information

IDENTIFICATION DESCRIPTION NARRATIVE DISCLAIMER

Date Recorded: Field Recorder: Survey Name: Owner Name: Owner Address: Owner City:

Owner State: Owner Zip:

Resource Status: Comments:

Classification: Within a District?: Contributing?:

National Register:

Local District:

National Register District/MPD Nominations:

NO IMAGE AVAILABLE

View of: taken:

Edit Add Delete

Record: 14 of 1

Add New Detail Delete This Detail Select Detail

Add New Resource Fill Defaults Preview Print Save Exit

Add New Detail

Use the "Add New Detail" button when there is more than one inventory form for the same property. For instance, when entering legacy inventory forms - there may well be several forms for the same property surveyed during different projects in different years. This button was included so that legacy data could be saved in the database. Even though a property inventory form may have been updated several times over the last 30 years, it is still important to keep a record of the property from each of those surveys. The information in the Location Section will remain the same, however, many of the other fields may change. Photographs of the inventoried property taken from each year surveyed should be scanned and included in the new detail.

Delete this Detail

Use the "Delete this Detail" button when removing one of the details entered for a particular property. Be sure to look at the date of the detail to be deleted in the "Date Recorded" field on the top of the Identification Section screen and the date in the "Select Detail" field. These two dates should match and then the detail can be removed. The database asks whether or not to delete the record, and if the user selects "yes", that detail is permanently removed.

Entering Data

Identification Screen - Adding Photographs

Figure 31: Detail of "Adding Photos" section

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): Date: 10/5/97

Digital Source: ☒ View of North elevation

Primary Photo: ☒ Yes ☐ No

Comments: Photos were taken at 3:00 pm in mostly cloudy conditions.

Enlarge Photo

Path: Directory: File Name:

T:\ GIS_Databases\Images\Historic\Ox HouseTacoma.jpg

Browse Save Exit

Adding or Editing Digital Images

The digital image add or edit screen is accessed through the Identification Section screen. To add an image, simply click on the "add" button located underneath the image (see Figure 30). A screen such as the one in Figure 31 will appear. Add information about the image such as the date the image was taken, the photograph roll and negative number (if applicable), whether or not the image is from a digital source, and the directional information in the various comment fields.

Here's the important part: the photographs will be **linked** to the database - this means that they are not part of the database itself. This decision was made to keep the size of the database much smaller than it would have been if images were embedded. Images will be copied to the CD ROM that is sent to OAHF for upload to the Statewide Historic Property Inventory Database. See Chapter 8: Sharing Database Information, page 56 for more information about how images are sent to OAHF.

Path: The path refers to the drive where your photographs are stored, such as the C:\ drive in the example above.

Directory: The directory is the folder(s) in which the photographs are stored. In the example above, the directory is My Documents\Historic Property Inventory\.

Entering Data

Identification Screen - Adding Photographs, con't

Figure 32: Detail of "Adding Photos" section

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): Date: 10/5/97

Digital Source: ☒ View of: North elevation

Primary Photo: ☒ Yes ☐ No

Comments: Photos were taken at 3:00 pm in mostly cloudy conditions.

Enlarge Photo

Path: Directory: File Name:

T:\ GIS_Databases\Images\Historic\O\ HouseTacoma.jpg

Browse Save Exit

File Name: The file name is what each individual image is called. In the example above, the image name is HouseTacoma.jpg.

Browse: The browse button will be the most useful tool when linking photographs to the database. Please see the following page for more detailed information on using the "browse" feature.

Once this "linking" of the image is complete and saved, the image will appear on the Identification Section screen. Continue adding images by clicking on the add button from the Identification screen. There is no limit to the amount of images that can be included for each site. Simply toggle between images by clicking on the Record arrows visible on the Identification screen.

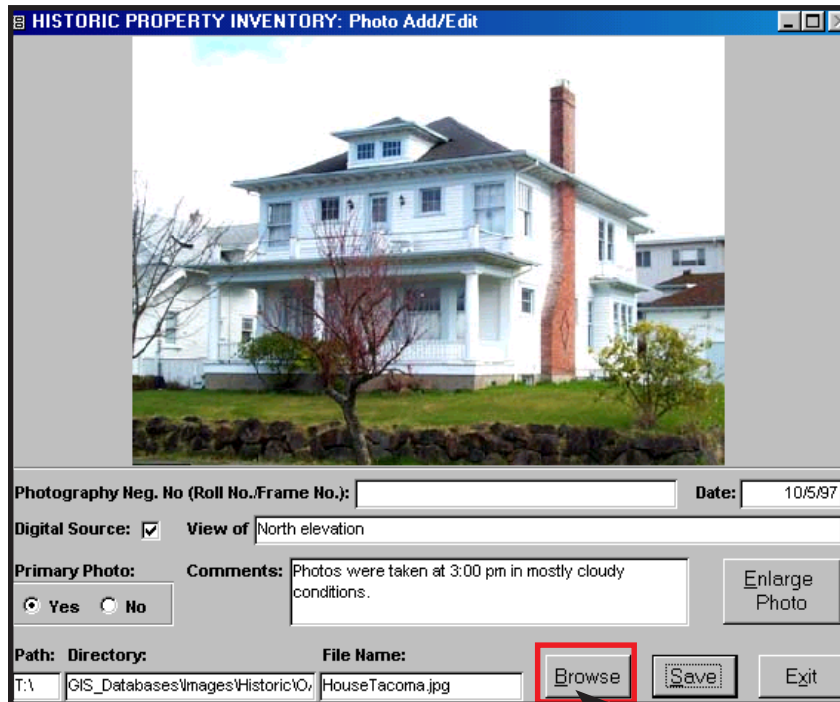
Primary Photo: Use the Primary Photo key to select which image you want to appear when the Identification Section screen is selected. The primary phot will be the image that appears on the form when it is printed.

Save/Exit: Use the Save and Exit buttons to save the linked image and exit back to the Identification Section.

Enlarge Photo: Use the Enlarge Photo button to get a full page view of the image.

Entering Data

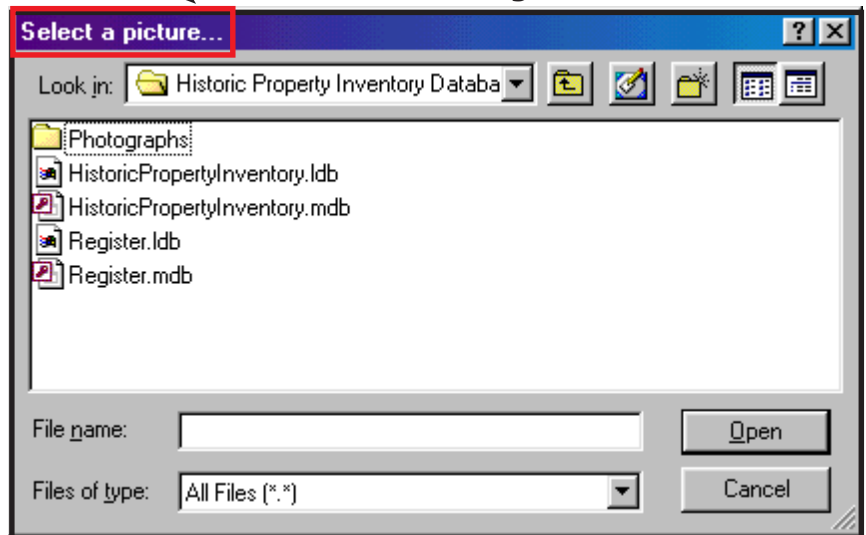
Identification Screen - Adding Photographs, con't



Browse

The browse feature simply allows the user to quickly and easily locate specific photographs by browsing through their computer files. It works in much the same way as attaching a document to an email message. First select the browse feature by clicking on the button. That will open the "Select a picture..." screen as shown in Figure 33. Simply select the folder where the images have been stored and locate the specific image that relates to the record being entered. Double click on that file and the image will be linked to the database. It is important to keep all of the images organized in a way that makes it easy for the user to locate the images. This will also make it more efficient for the database and images to be sent back to OAHF when data entry has been completed.

Figure 33: Browse feature



Helpful Hint: Set the default value for "photographs" to directly go to the folder and file where you store your photographs each time the "browse button" is hit. This will save time for each photograph entered by going directly to the file where photos are stored. For more information on "Defaults" please see page 18.

Image Requirements

OAHF will accept digital images in the following formats only: jpeg (.jpg), tiff (.tif), or bitmap (.bmp). Images should be at a resolution of at least 150 pixels/inch. Image size should be carefully controlled; it is relatively easy to create images that take up large amounts of memory.

Entering Data

Description Section

Figure 34: Description Information Section

The screenshot shows the 'HISTORIC PROPERTY INVENTORY: Add/Edit' window. At the top, there are input fields for 'Field Site No.' (11-244442), 'OAHN No.' (215552), 'Date Recorded' (10/1/1974), and 'Scan Number' (1). Below these are 'Site Name (Historic):' (Ingleside School Hall) and 'Common:' (NVA Hall). There are checkboxes for 'Show Location Information' and 'Show Description Information'. The main area has four tabs: 'IDENTIFICATION', 'DESCRIPTION' (highlighted with a red box), 'NARRATIVE', and 'DISCLAIMER'. Under the 'DESCRIPTION' tab, there are several sections of pull-down menus: 'Current Use:' and 'Historic Use:' (both highlighted with a green box), 'Plan:', 'Structural System:', and 'No. of Stories:'. Below these are 'Changes to plan:', 'Changes to interior:', 'Changes to original cladding:', 'Other (specify):', and 'Changes to windows:'. There are also sections for 'Roof Material', 'Roof Type', 'Cladding (Exterior Wall Surfaces)', 'Styles' (with 'Arts & Crafts - Craftsman' selected), and 'Forms' (with 'Domestic - Bungalow' selected). At the bottom, there are buttons for 'Add New Resource', 'Print', 'Save', and 'Exit'.

The next section of the database is the Description Information Section. Enter this section by clicking on the Description Tab.

For each material or structural type, the appropriate type should be indicated by using the pull-down menus included in the database. Each pull-down menu includes choices such as "none", "other", and "unknown". All fields should be filled out. The terms or phrases used in the database are widely accepted to describe common architectural materials, styles, or structural forms. The surveyor should be familiar with these terms and appropriate usage before beginning the survey. However, should the surveyor have any questions or need clarification, he/she may consult the Architectural Description Guide available from OAHN, or any number of architectural guidebooks. Also, the surveyor may consult with the OAHN staff architectural historian. The surveyor should be aware that for property types such as monuments, sculptures, and archaeological sites, most of these categories will not apply. In these instances, the fields that don't apply should be entered as "none" on the pull-down menu.

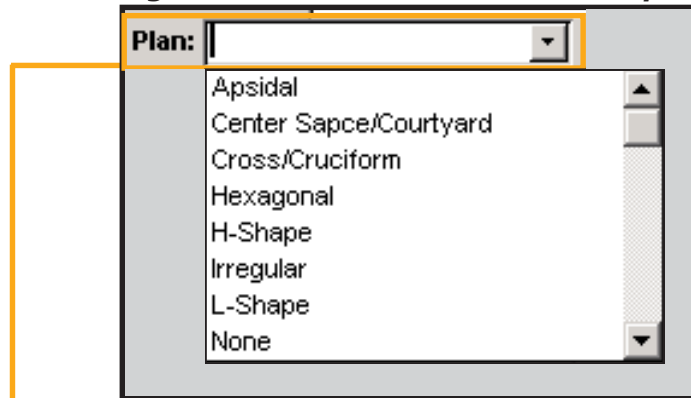
Current Use/Historic Use

This category was previously known as the "Building Type" which was intended to address the use of the building - however, it was unclear as to whether the surveyor should enter the historic or current use of the property. When designing the database, it was decided that the "building type" category should be expanded to include both the current use and historic use of the property. Therefore, two separate fields entitled "Current Use" and "Historic Use" were added to the database. The pull-down menus in these fields were generated using the data categories for function and use from the National Register Bulletin 16A - How to Complete the National Register Form.

Entering Data

Description Section

Figure 35: Detail of "Plan" field with pull-down menu

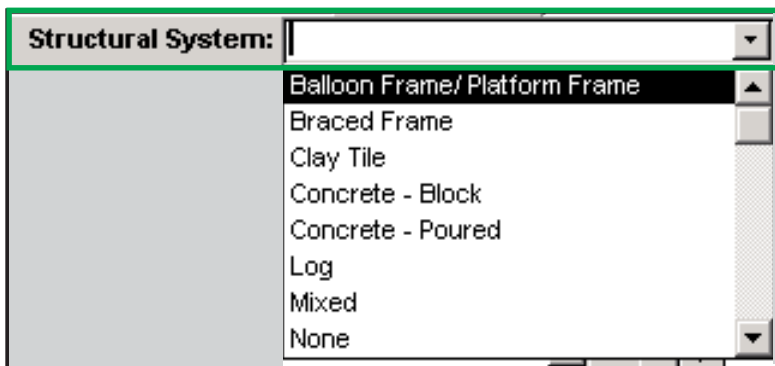
A screenshot of a software interface showing a pull-down menu for the 'Plan' field. The menu is open, displaying a list of plan shapes: Apsidal, Center Sapce/Courtyard, Cross/Cruciform, Hexagonal, H-Shape, Irregular, L-Shape, and None. The 'Plan:' label is to the left of the menu. A yellow line points from the 'Plan' label to the menu.

Plan

The plan is often referred to as the "footprint" or "imprint" of the structure on the surface of the ground. Examples of plan shape typically include: square, rectangular, "T", "L", "U", "H", cross, or even circular in the example of a round barn. Use the "pull-down" list in the "Plan" field to find the most appropriate plan type.

In determining the plan shape, the surveyor should include major and historic additions. Small and recent additions such as shed attachments and porches should not be considered as contributing to the overall plan shape. If a distinctive plan shape is not evident, complete the blank with "Irregular", "None" or "Unknown".

Figure 36: Detail of "Structural System" field with pull-down menu

A screenshot of a software interface showing a pull-down menu for the 'Structural System' field. The menu is open, displaying a list of structural systems: Balloon Frame/ Platform Frame, Braced Frame, Clay Tile, Concrete - Block, Concrete - Poured, Log, Mixed, and None. The 'Structural System:' label is to the left of the menu. A green line points from the 'Structural System' label to the menu.

Structural Systems

Use the "pull-down" list under structural systems field to identify the type of structural system most appropriate for the inventoried property. Examples of structural systems include balloon frame, brick, concrete block, log, reinforced concrete, steel frame, stone, and timber frame. If the structural system is not known or not included on the list, enter "None", "Unknown" or "Other".

A screenshot of a software interface showing a text input field for the 'No. of Stories' field. The field is empty and has a pink border. A pink line points from the 'No. of Stories' label to the field.

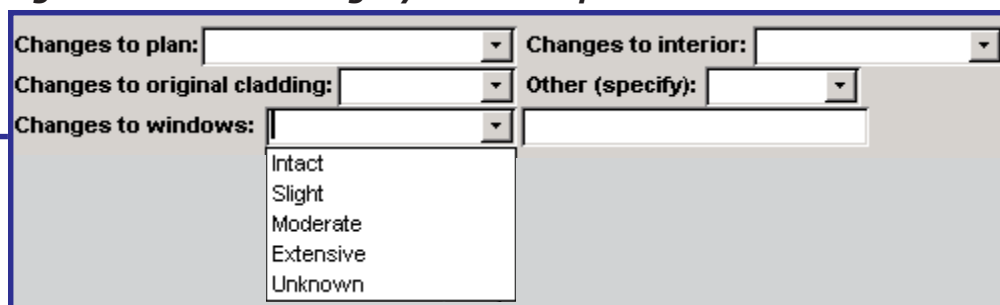
Number of Stories

Enter the number of stories of the property in this field. This is what is called a "memo field" meaning that the surveyor can enter information freely. However, it is important that the information is entered consistently. Stories should be entered as whole numbers, i.e.: 1, 2, 3 or if the property is one and one half stories: 1.5, 2.5, 3.5, etc. A half-story may be defined as "...less than full-height external walls; the remaining headroom is developed from attic space beneath the roof line". Further, attics are not considered to be either a full or one half story. Therefore, if an attic is evident from the exterior, the surveyor may note this in the field as "other", but should more fully note the presence of an attic in the Description of Physical Appearance section.

Entering Data

Description Section

Figure 37: Detail of Integrity fields with pull-down menu shown

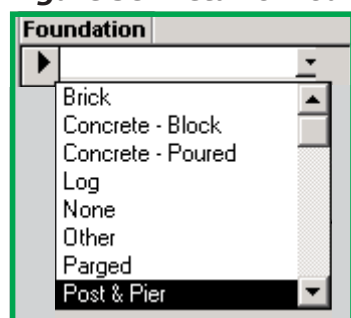


Changes to plan: Changes to interior:
Changes to original cladding: Other (specify):
Changes to windows:
Intact
Slight
Moderate
Extensive
Unknown

Integrity

Make an assessment of the degree of alteration that has had an impact upon the property's integrity in the following fields of "Changes to plan", "Changes to interior", "Changes to original cladding", "Changes to windows" and "Other". This assessment should be made at one of five levels: intact, slight, moderate, extensive and unknown. Any other aspect of the structure that merits note should be specified in the category marked "Other". For instance, if original doors are intact, indicate that in the "other" category. There is a "pull-down" list under each category as shown in Figure 37. More detail should be provided on this topic under the Description of Physical Appearance in the Narrative Section.

Figure 38: Detail of Foundation field




Foundation
Brick
Concrete - Block
Concrete - Poured
Log
None
Other
Parged
Post & Pier

Foundation

Use the pull-down menu that best describes the property's foundation material. If the foundation material is not evident from inspection, select "Unknown", "None" or "Other". If there is more than one foundation type, simply continue selecting the types from the pull-down menu. An unlimited number of foundation types may be chosen.

Figure 39: Detail of Roof Material field



Roof Material
Asphalt / Composition
Asphalt / Composition - Shingle
Asphalt / Composition - Rolled
Ceramic - Tile
Clay Tile
Concrete - Tile
Metal
Metal - Corrugated

Roof Material

Use the pull-down menu to select the type that best describes the roof material of the structure. Roof materials not on the "pull-down" list should be noted by selecting the "Unknown", "None" or "Other" choices. If there is more than one roof material type, simply continue selecting the types from the pull-down menu. An unlimited number of roof material types may be chosen.

Entering Data

Description Section

Roof Type

Use the pull-down menu to select the type that best describes the roof type of the structure. Roof types not on the "pull-down" list should be noted by selecting the "Unknown", "None" or "Other" choices. If there is more than one roof type evident, simply continue selecting the types from the pull-down menu. An unlimited number of roof types may be chosen.

Figure 40: Detail of Roof Type field

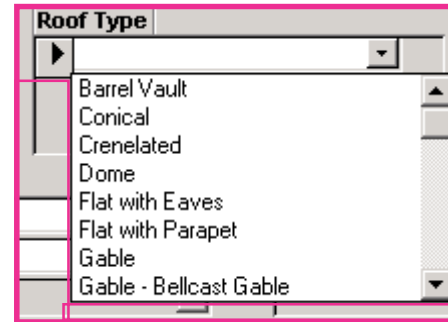
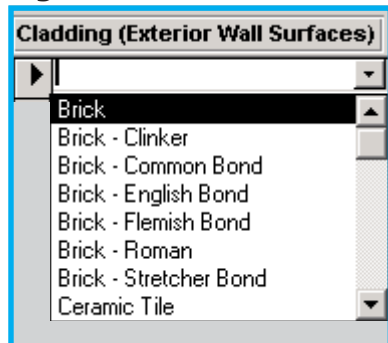


Figure 41: Detail of Cladding field



Cladding (exterior wall surfaces)

Use the pull-down menu to select the type that best describes the cladding or exterior wall surfaces of the structure. Cladding types not on the "pull-down" list should be noted by selecting the "Unknown", "None" or "Other" choices. If there is more than one type of cladding evident, simply continue selecting the types from the pull-down menu. An unlimited number of cladding types may be chosen. Note that the cladding types are organized into a material first and then may include a detail such as "Brick - Flemish Bond". If uncertain about the detail, simply select the material type, such as "Brick".

Entering Data

Description Section

Styles

The sections of the old inventory form called, "High Styles/Forms" and "Vernacular House Types" have been reorganized on the new database. These sections have been redefined and renamed into two separate fields, "Styles" and "Forms".

To enter data, the surveyor should draw upon his/her knowledge and understanding of architectural history to select the appropriate architectural style(s) from the "pull-down" menu provided. Each style has a general category. Surveyors with more knowledge of specific subcategories or styles may choose a more detailed entry, for instance "Art Deco – PWA Moderne". Most structures do not represent examples of a single or "pure" architectural style but are often combinations of elements, forms, or details from two or more of the academic or high styles. For example, many late nineteenth century residences executed predominantly in the Queen Anne style often include elements of the Italianate style. In this example, the surveyor would select both the Queen Anne and Italianate styles from the pull-down menu. A large number of structures were not designed by architects but rather by carpenters or free-lance builders who followed their own ideas regarding massing, form, design, etc., in combination with local building traditions. These structures, having no clearly identifiable architectural style, are commonly referred to as "vernacular". When inputting data from a vernacular building, select "Vernacular" from the pull-down menu in the Styles category. Should the vernacular design of the property have elements of a particular high style, such as Italianate, Arts and Crafts, or Beaux Arts, be sure to mark the appropriate style(s) in addition to vernacular. Additionally, outbuildings (i.e. barns, summer kitchens, etc.) should be classified as other unless exhibiting obvious references to a particular style or use. For structures for which the listed categories are not appropriate, select "None", "Other", or "Unknown" from the pull-down menu.

Figure 42: Detail of Style field



Figure 43: Detail of Style and Form fields showing an Arts & Crafts Bungalow selected

A screenshot of a software interface showing two fields: "Styles" and "Forms". The "Styles" field has a pull-down menu open, showing "Arts & Crafts - Craftsman" selected. The "Forms" field has a pull-down menu open, showing "Single Family - Bungalow" selected. Both fields have a star icon next to the selected item. The interface is designed to allow users to select architectural styles and forms for a building.

Those entering legacy data may find that some previously available choices are no longer choices in the "Styles" category. For instance, there is no longer a category for "Bungalow" individually since this not a style, but a building form. In order to enter a bungalow, you should select "Arts & Crafts - Craftsman" from the "Styles" section; and then select "Single Family - Bungalow" from the "Forms" section.

Entering Data

Description Section

Forms

When OAHP undertook the redevelopment of the Historic Property Database, an attempt was made to have a more definable way to query out like properties to offer some comparison and contrast for those using the database as a research tool. In order to accomplish this, a section on architectural form was developed which breaks down the overall massing and plan arrangement of single and multi-family homes, commercial structures, barns, and hotel/motel complexes. As in the "Style" section, the surveyor should choose an overall form for the resource surveyed. However, the more specific the information entered, the more valuable the database will be for those using it as a research tool. For example, a consultant or researcher may want to know how many "shed barns" are included in the database verses simply knowing how many "barns". Or, someone may want to look at one-part vertical block commercial structures located in a particular community to see if the property they are surveying is a good example or run-of-the-mill. Using the style along with the form, it is possible to see how many "Craftsman" bungalows might be located in a particular area verses the number of "Colonial" bungalows. Learn more about the various forms by using OAHP's architectural styles and forms guide (available soon).

Figure 44: Detail of Forms List

The screenshot displays the 'HISTORIC PROPERTY INVENTORY: Add/Edit' window. At the top, there are input fields for 'Field Site Ilo: 5665', 'OAHP Ilo: 1221', 'Date First Recorded: 11/24/87', and 'Scan Number: 1'. Below these are 'Site Name Historic: Hubbard, Mary, House' and 'Common: Duvall Dwelling'. A yellow box on the right contains two radio buttons: 'Show Location Information' (unselected) and 'Show Description Information' (selected). The main form is divided into several sections: 'IDENTIFICATION', 'DESCRIPTION', 'NARRATIVE', and 'DISCLAIMER'. The 'DESCRIPTION' section is active and contains: 'Materials and Features/Structural Types' with 'Current Use: Domestic - Single Family House' and 'Historic Use: Domestic - Single Family House'; 'Plan: Square' and 'Structural System: Balloon Frame/ Platform Frame'; 'Changes to plan: Intact', 'Changes to interior: Moderate', 'Changes to original cladding: Slight', 'Changes to Other: Intact', 'Changes to windows: Slight', and '(Other specify): doors/outbldg.'; 'Foundation' with 'Stone', 'Other', and 'Log'; 'Roof Material' with 'Asphalt / Composition - Shingle'; 'Roof Type' with 'Hip - Hip with cross gable'; 'Cladding (Exterior Wall Surfaces)' with 'Wood - Clapboard', 'Brick - English Bond', and 'Wood'; 'Styles' with 'American Foursquare - Craftsman'; and 'Forms' with a list including 'Single Family', 'Other', 'Single Family - "I" House', 'Single Family - American Foursquare', 'Single Family - Bungalow', 'Single Family - Workingman's Foursquare', 'Unknown', and 'Utilitarian'. At the bottom are buttons for 'Add New Resource', 'Fill Defaults', and 'Exit'.

Entering Data

Narrative Section

Figure 45: Narrative Section

HISTORIC PROPERTY INVENTORY: Add/Edit

Field Site No: 99999999 OAHN No: Date Recorded: Scan Number: 53

Site Name: Historic: Historic Property Example Common: Example

☐ Show Location Information
☒ Show Description Information

IDENTIFICATION | DESCRIPTION | NARRATIVE | DISCLAIMER

Study Unit Themes (choose one or more)

Study Unit	Specify/Other
<input checked="" type="checkbox"/> Entertainment/Recreation	
<input checked="" type="checkbox"/> Entertainment/Recreation	
<input type="checkbox"/> Ethnic Heritage	
<input type="checkbox"/> Health/Medicine	
<input type="checkbox"/> Manufacturing/Industry	
<input type="checkbox"/> Military	
<input type="checkbox"/> None	
<input type="checkbox"/> Other	
<input type="checkbox"/> Politics/Government/Law	

Statement of Significance

Architect: Engineer: Builder: J.B. Hansen Date of Construction: 1929

Property appears to meet criteria for the National Register of Historic Places: Yes

Property is located in a potential historic district (National and/or local): Yes - National

Description of Physical Appearance: Major Archaeographic References:

Add New Resource Fill Defaults Preview Print Save Exit

The next section of the database is the Narrative section. While much of the preceding information could be gathered in the field, the Narrative section usually requires some research or analysis best left for a more appropriate and convenient work environment.

Study Unit Themes

Consult the explanation of study unit themes found in Appendix 3. When the correct Study Unit Theme is identified, click on the box which best represents the most relevant theme(s) associated with the property. The memo field under "Specify/Other" should be manually entered when themes are identified during the survey that are not included in the study unit themes provided (see Figure 46). For example, sites that are associated with exploration and settlement of Washington State should be documented as such in the "Specify/Other" field. Also, if known, enter the title of the sub-theme(s) under the main theme and enter "sub-theme" in the "Specify/Other" field as in Figure 46.

Figure 46: Detail of Study Unit Themes

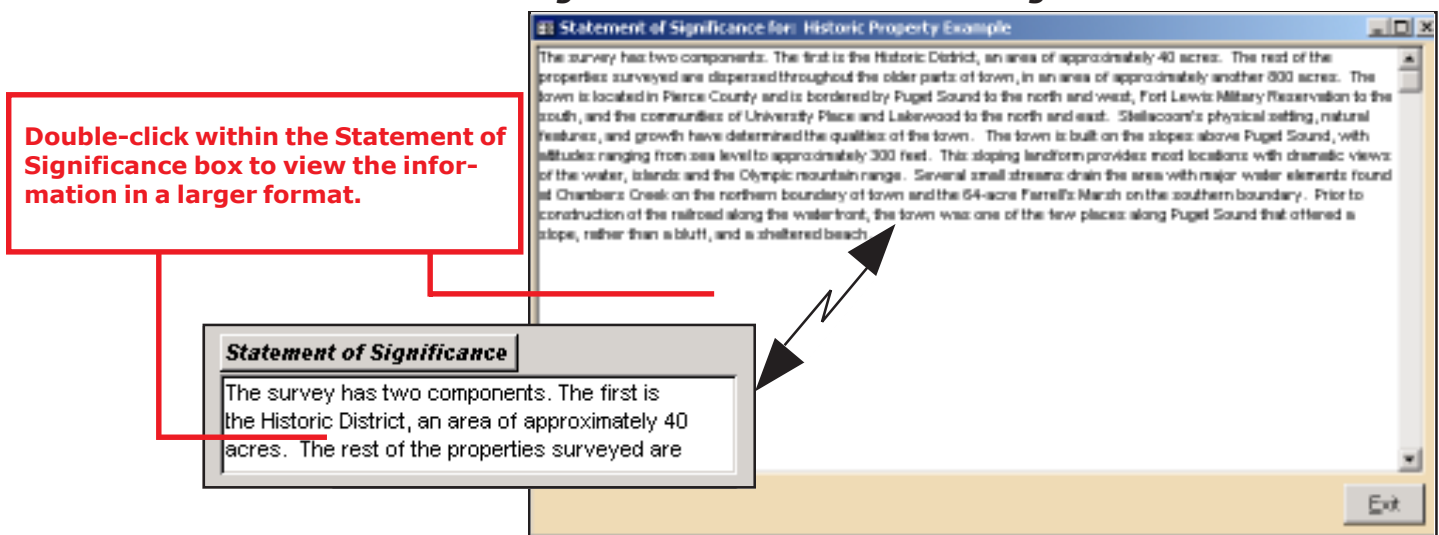
Study Unit Themes (choose one or more)	
Study Unit	Specify/Other
<input type="checkbox"/> Other	Settlement of Washington St.
<input checked="" type="checkbox"/> Agriculture	Subtheme
<input checked="" type="checkbox"/> *	

Research should establish clear association between the property and the theme. Only when association of the property with a theme(s) has been established, should appropriate study unit theme categories be marked. Further, the "Statement of Significance" should clearly and concisely explain why the study unit theme(s) indicated were marked as having an association with the property.

Entering Data

Narrative Section

Figure 47: Detail of Statement of Significance



Statement of Significance

In the field provided for the Statement of Significance, explain the history of the property and the significant events associated with it. Consider the date or period of construction; who or what was responsible for design and construction; who lived in the property or how it was used; what events may have taken place in or in proximity to the property; and any other facts which research has uncovered which demonstrate the property's significance. Be sure to consider architectural merits and/or historical themes. The association with each historic study unit theme(s) should be briefly explained in the Statement of Significance. At the very least, provide some indication of why the property was selected to be inventoried.

Figure 48: Detail of Architect/Engineer/Builder/Date of Construction

Architect:	Boothe, Sarah
Engineer:	
Builder:	Hansen, J.B.
Date Of Construction:	ca. 1929

Architect

Enter the name of the architect of the structure being surveyed. The architect's name should be listed as follows: last name, first name. If designed by an architectural firm, enter the name of the firm and the name of the city where the offices were maintained, for example: Hudson Architects, Seattle, WA.

Surveyed properties also include parks, monuments, sculptures, etc. For these property types, include the name of the landscape architect(s), sculptor, or whoever is appropriate.

Engineer

Enter the name of the engineer of the structure being surveyed if known. The engineer's name should be listed in the same format as the architect's: last name, first name. If designed by an engineering firm, enter the name of the firm and the name of the city where the offices were maintained, for example: Hudson Engineers, Seattle, WA.

Entering Data

Narrative Section

Figure 49: Detail of Builder/Date of Construction

Architect:	Boothe, Sarah
Engineer:	
Builder:	Hansen, J.B.
Date Of Construction:	ca. 1929

Builder

Enter the name of the builder if known in the same manner as the architect: last name, first name or company, city, state. This includes the individual, group, or firm responsible for actual construction of the structure. If the builder is not known, leave this field blank.

Date of Construction

Enter the date most accurately associated with construction of the structure. Sometimes both the date construction began and the completion date are known. If so, indicate both, e.g. 1922-25. If there is a documented date of construction, be sure to indicate the source of information in the Statement of Significance. Where a structure includes significant additions, indicate the date of original construction followed by date(s) of subsequent additions, e.g. 1922, 1957. If research fails to identify an exact date of construction, give an approximate date by using the abbreviation "ca." (circa), e.g. ca. 1920.

Figure 50: Detail of National Register eligibility; historic district potential

Property appears to meet criteria for the National Register of Historic Places:	Yes
Property is located in a potential historic district (National and/or local):	Yes - National

National Register Opinion Determination

In arriving at this opinion, the surveyor/survey coordinator must be familiar with the eligibility criteria for listing in the National Register. Marking this statement with a "yes" will indicate to OAHF staff that the property may merit consideration for National Register eligibility. If the surveyor is not familiar with eligibility criteria for the National Register, the field should be marked "unable to determine".

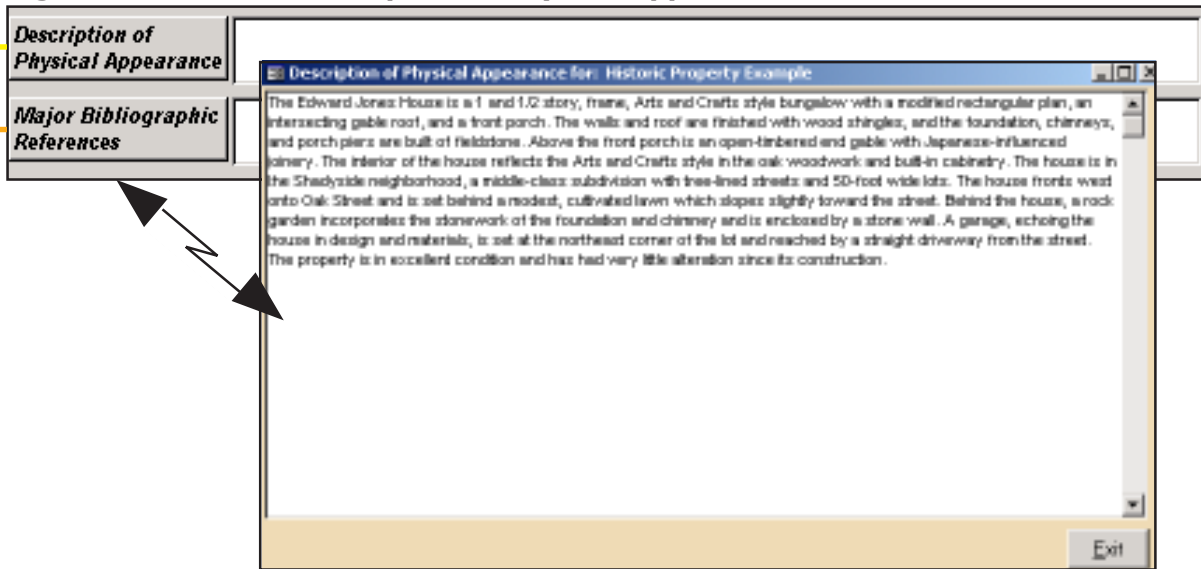
Historic District Opinion

The surveyor is to arrive at a decision as to whether the property is located in a **potential** historic district. The surveyor/survey coordinator should be familiar with criteria for identifying historic districts and the boundaries both locally and for the National Register. There are choices in the pull-down menu for "Yes - National" meaning that the property is located in a potential National Register district; "Yes - Local" meaning that the property is located in a potential locally designated historic district; "No" meaning that the property is not located in a potential local or national historic district; and, "Unable to Determine" meaning that the surveyor is unable to give an opinion as to whether or not the property is located in a historic district.

Entering Data

Narrative Section

Figure 51: Detail of Description of Physical Appearance



Description of Physical Appearance

This description should present the reader with a clear idea of the building form, detail, and condition; help clarify elements not apparent in the photograph; and further explain items marked in the "Description" Section. Describe interior features if possible and landscaping features if appropriate. Also describe alterations and additions as indicated in the integrity fields and assess the impact of those additions and alterations to the overall character and significance of the property. As in the Statement of Significance field, it is possible to double click in the Description of Physical Appearance box to bring up a larger screen.

Major Bibliographic References

In this memo field, provide sources of information, especially when citing a specific date, designer, builder, or significant individual or event.

Chapter 5: Entering Multiple Resource Sites

Entering Multiple Resource Sites

Figure 52: Detail of Photo Section of a farmstead with multiple resources

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): _____ Date: 10/2/00

Digital Source: ☒ View of: Farm House

Primary Photo: ☒ Yes ☐ No Comments: Main house on farmstead, etc.... Enlarge Photo

Path: Directory: File Name: T:\GIS_Databases\Images\Historic\638ElizabethStSumner.jpg Browse Save Exit

Each of these images is a part of the "Smith Farm". The farmhouse depicted in Figure 52 is marked as the "Primary Photo" for this record. The building identified as the "Primary Photo" should be used as the reference for entry of the Description Information section.

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): _____ Date: 10/2/00

Digital Source: ☒ View of: Dairy barns

Primary Photo: ☐ Yes ☒ No Comments: Primary barns... Enlarge Photo

Path: Directory: File Name: T:\GIS_Databases\Images\Historic\AllenBarnKingCo.jpg Browse Save Exit

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): _____ Date: 10/2/00

Digital Source: ☒ View of: Benford Barn #2

Primary Photo: ☐ Yes ☒ No Comments: This round barn is located on the western edge of the property... Enlarge Photo

Path: Directory: File Name: D:\OAHPAgricultural\BenfordBarn#2.jpg Browse Save Exit

HISTORIC PROPERTY INVENTORY: Photo Add/Edit

Photography Neg. No (Roll No./Frame No.): _____ Date: 10/2/00

Digital Source: ☒ View of: Benford Barn

Primary Photo: ☐ Yes ☒ No Comments: Located on the NE corner of the property... Enlarge Photo

Path: Directory: File Name: D:\OAHPAgricultural\BenfordBarn#3.jpg Browse Save Exit

Questions have arisen regarding the best way to enter properties that contain multiple resources such as farmsteads, schools, hospital complexes, amusement parks, etc. OAH staff recommend that the surveyor use one record on the database for these types of properties. Enter the Location Information section for the entire property (the UTM Reference information should be calculated for the perimeter of the property). When entering the information in the Description Section, use the primary property (i.e. the farmhouse in the case of a farmstead) to answer the questions of integrity, architectural style, cladding, etc. Use the Photo Add/Edit section to add images of the various outbuildings on the site. Under each of the images, important description information may be entered in the "comment" field. Provide additional description and significance information in the Narrative Section of the database, referring back to the Photo section.

If there is an extremely important additional building on the site, the surveyor may choose to document that building as a separate detail in the same record (see the "Add New Detail Section" on page 34). OAH does not require that each building is individually entered into the database, however, the surveyor may decide that the individual properties merit more detailed descriptions.

Chapter 6: Filtering

Filtering

Figure 53: Detail of Filter Screen

HISTORIC PROPERTY INVENTORY

Historic Name: Hubbard, Mary, House Field Site No.: 5665

HISTORIC PROPERTIES: Filter

Field Site No: [] OAHF No: [] Date Recorded from: [] to [] Scan ID: []

Historic Name: [] Location Address: []

Common Name: [] Tax No./Parcel No: []

Owner Name: [] Plat/Block/Lot: []

Resource Status: [] Classification: [] ☒ Town/Range ☐ Quad ☐ County

Within a District? [] Contributing? [] Town/Range: []

Local District: [] Enter a portion or all of the text to query

National Register District/Thematic Nomination Name: []

Style: [] Forms: []

Date Constructed: [] Architect: [] Engineer: [] Builder: []

SORT BY: ☒ Address ☐ Date Recorded ☐ Historic Name ☐ Field Site No

[Ok] [Cancel] [Help]

[Edit] [Add] [Delete Resource] [Filter] [Print] [Defaults] [Exit]

Filtering for Specific Property Types

The "Filter" in the Historic Property Inventory Database is the database's search engine. Each field that appears in the "Filter" screen means that the database can be searched for the information contained in that field or in more than one field. For instance, if the user is interested in searching the database for all Art Deco structures built in 1930, they would use the pull-down menu under "Style" to select Art Deco and then enter 1930 in the field marked "Date Constructed". If there is interest in finding all Art Deco properties built in the 1930's, enter "193" in the Date Constructed field. All properties with 1930 to 1939 will appear in the summary view. To search for properties in a specific city, enter the city name in the address box - all properties located within that city will appear in the summary view. In order to perform the search, the user would then finish by selecting the "ok" button.

If there are properties that meet the search criteria, a summary view of those properties will appear. This summary view is the same as the screen that appears when the database is opened - the only difference is that the entries that appear have been "filtered" to only show those properties that meet the search criteria. If no properties meet the criteria, a blank summary form appears.

In order to return to the summary view of the full database, simply click on the Filter button, do not select any criteria and click "ok". The entire summary list of the database entries will appear.

Sorting the Database

There are four ways to sort the database: address, date recorded, historic name, or field site number. To sort the database, click next to the specific category desired. The summary view will appear sorted by the selected category.

Chapter 7: Printing Records

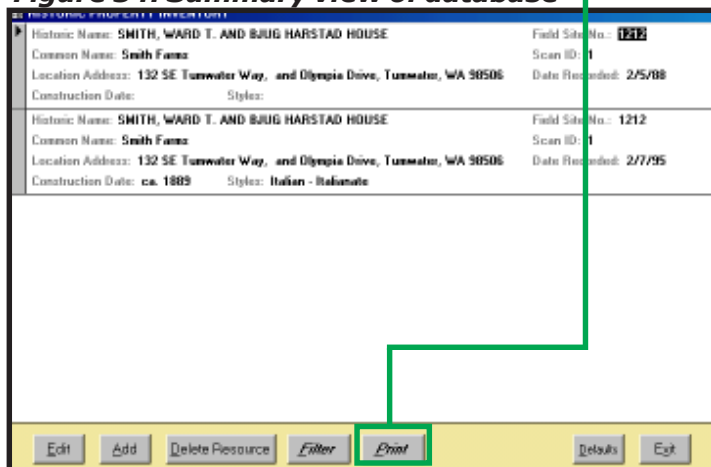
Printing Records

Printing the Summary View

There are two ways to use the "Print" button on the database. From the Summary View (see Figure 54), notice the **"Print"** button on the bottom of the screen. The print button prints only

the summary view of the records included in the database - not the individual records. This is useful when the user requires a listing of all properties contained within the database, or requires a summary printout of a filtered search for a specific property type or address listing. Instructions for printing individual records follow.

Figure 54: Summary view of database



Printing Single Records

Print complete, individual records from the "Edit" screen. Select the record to be printed from the summary view of the database and go to the "Edit" screen. There is a **"Print"** button on the bottom of the edit screen (see Figure 55). Simply click on the print button to print the record. A two-page inventory form will be

printed. Records can be previewed before printing by clicking on the "Preview" button located on the bottom of the "Edit" screen.

Helpful Hint: At this time, the only way to print additional images entered in the database is to use the "Edit" button under the photograph and when the photo add/edit screen appears, select one of the following methods for printing. First, select the "edit" button, when the "Photo Add/

Edit" screen appears (see Figure 55A) use the MS Access print button on the toolbar to print out the screen. The second option for printing additional photos is to select the "Enlarge Photo" button. When the photo view appears, use the MS Access print button as described above. The only drawback of the second option is that the detail information will not print.

Figure 55: "Edit" screen

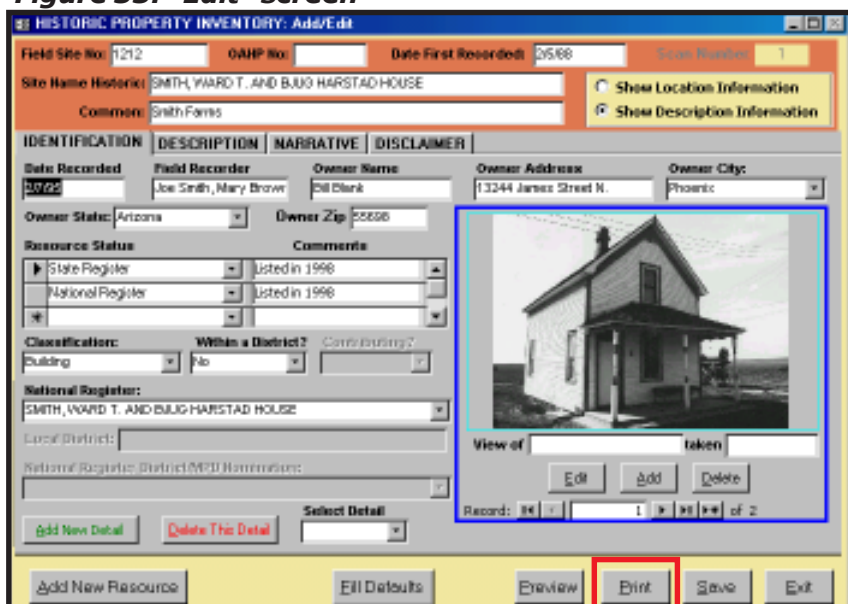
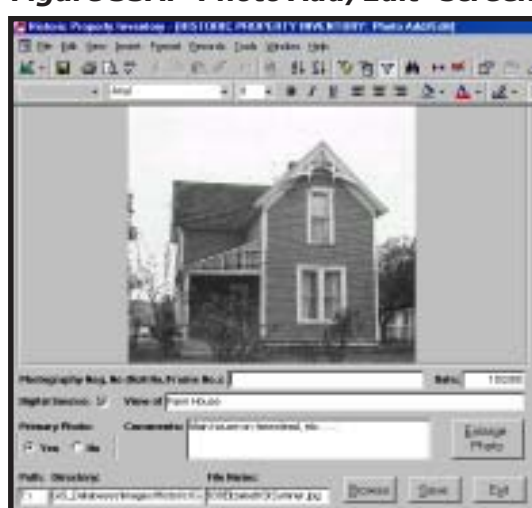


Figure 55A: "Photo Add/Edit" screen



Chapter 8: Sharing Database Information

This chapter is designed to instruct the user in how to send the Historic Property Inventory database back to OAHP for upload to the statewide database.

Sharing Database Information

A large part of developing the Historic Property Inventory database stemmed from the need for a comprehensive statewide database. Until now, the only way for survey information to be disseminated to OAHP's constituency was to have the public physically go through filing cabinets stuffed with inventory forms compiled over years and years. It is OAHP's hope that by providing the database free of charge to local governments and consultants, we will encourage the free flow of information between the groups. As databases are populated with information on local historic properties, OAHP encourages users to return survey information to the office to be added to the comprehensive statewide database. Beginning in Federal Fiscal Year 2003 (October 1, 2002 to September 30, 2003), all survey and inventory projects funded by money from the Historic Preservation Fund (e.g. Certified Local Government pass-through grants) will be required to use the new database.

Following are the steps to return database information to OAHP.

1. Conclude data entry - this includes linking all photographic images to the data base. The database fields should be as completely filled out as possible. OAHP has included choices of "None", "Other", and "Unknown" on most database fields so that there would not be a proliferation of blank fields when the information is returned to us.
2. Make sure that the database and photographic images are in a stable location on your computer (this step should have been taken when the database was first loaded onto your machine).
3. Burn a CD ROM of the database (HistoricPropertyInventory.mdb and HistoricPropertyData.mdb) and the folder containing all of the photographic links.
4. Please print out a hard copy of the survey report with an overall map of the area surveyed (if applicable).
5. Send the CD to the Office of Archaeology and Historic Preservation, Attention: Survey Coordinator; PO Box 48343, Olympia, WA 98504-8343.

APPENDICES

Appendix 1: Field Survey Form

Appendix 2: Field Survey Form - Lists

Appendix 3: Study Unit Themes

Appendix 1: Field Survey Form

Appendix 1 is intended to give the surveyor an introduction to the new field survey form. This form was designed to be used with the new Statewide Historic Property Inventory Database. This appendix will discuss differences between the old inventory form and the new field form.

Field Survey Form

OAHP created a new Field Survey Form to be used in conjunction with the new Statewide Historic Property Inventory database. The new field form has all of the fields found on the database and is laid out in a manner that will be consistent with the layout of the database for ease of data entry. **The field form is only to be used in the field!** This is not a document that is intended to be turned into OAHP - the database itself should be shared with OAHP.

The new database has many similarities to the old inventory form, however, there are some key differences that are important to point out.

1. On the new form, there is no space for a photograph - this is because this form is not to be turned in as a completed inventory form. Digital images will be stored in a folder on the user's computer. See page 62, Photography Data Collection Section of the Inventory Field Form for more information about field recording of images.
2. The old form had a field labeled "Status". We have changed that field to "Resource Status" which includes a few more choices. Instead of the "District Status" field found on the old form, we have simplified the choices by only including the Resource Status field with the further choice of "Within a District?" and "Contributing?".
3. In the Description Section, we changed the "Building Type" field to "Current Use" and "Historic Use" - the old "building type" field was intended to be filled in with the property's use. It was decided that both current and historic uses were important to know. The choice lists for these fields were too long to be included on the form and are located in Appendix 2 - Field Survey Form - Lists.

Figure 1: Field Survey Form

Washington State Historic Property Inventory Field Form			
Location Section			
Field Site Number: _____	Date Recorded: _____	Township _____ Range _____ Section _____ 1/4 Section _____ 1/4 1/4 Section _____	
Site Name - Historic: _____	Quadrangle: _____		
Site Name - Common: _____	Acreage: _____	Supplemental Map(s): _____	
Address: _____	UTM References: Zone _____	Easting _____	Northing _____
City, State, Zip: _____	Spatial Type: _____	Acquisition Code: _____	
County: _____	Tax/Parcel Number: _____	Plat/Block/Lot: _____	
Identification Section			
Field Recorder: _____			
Owner Name: _____			
Owner Address: _____			
Owner City/State/Zip Code: _____			
Classification: ____ Building ____ Object ____ Site ____ Structure	Resource Status: ____ Survey/Inventory ____ National Register ____ State Register ____ Determined Eligible ____ Determined Not Eligible ____ Other (HABS/HAER/NHL) ____ Local Register ____ Demolished	Within a District? ____ Not Identified ____ Yes ____ No Contributing? ____ Not Identified ____ Yes ____ No	Local District: _____ National Register District/MPD: _____
Description Section			
Materials and Features/Structural Types (Please see Appendix of Database Manual for Current/Historic Use Choices)			
Current Use: _____			
Historic Use: _____			
Plan: <input type="checkbox"/> Apical <input type="checkbox"/> Center Space/Courtyard <input type="checkbox"/> Cross/Cruciform <input type="checkbox"/> Hexagonal <input type="checkbox"/> H-Shape <input type="checkbox"/> Irregular <input type="checkbox"/> L-Shape <input type="checkbox"/> None <input type="checkbox"/> Octagonal <input type="checkbox"/> Other	Structural System: <input type="checkbox"/> Balloon Frame/Platform Frame <input type="checkbox"/> Braced Frame <input type="checkbox"/> Clay Tile <input type="checkbox"/> Concrete - Block <input type="checkbox"/> Concrete - Poured <input type="checkbox"/> Log <input type="checkbox"/> Mixed <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Plank <input type="checkbox"/> Post and Beam <input type="checkbox"/> Steel <input type="checkbox"/> Stone - Cut <input type="checkbox"/> Stone - Uncut <input type="checkbox"/> Unknown	Changes to: Plan: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Cladding: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Foundation: <input type="checkbox"/> Brick <input type="checkbox"/> Concrete - Block <input type="checkbox"/> Concrete - Poured <input type="checkbox"/> Log <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Parged <input type="checkbox"/> Post & Pier <input type="checkbox"/> Stone <input type="checkbox"/> Unknown	Windows: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Roof Material: <input type="checkbox"/> Asphalt/Composition <input type="checkbox"/> Asphalt/Composition - Shingle <input type="checkbox"/> Asphalt/Composition - Rolled <input type="checkbox"/> Ceramic - Tile <input type="checkbox"/> Clay Tile <input type="checkbox"/> Concrete - Tile <input type="checkbox"/> Metal <input type="checkbox"/> Metal - Corrugated <input type="checkbox"/> Metal - Standing Seam <input type="checkbox"/> Metal - Tile <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Slate <input type="checkbox"/> Unknown <input type="checkbox"/> Wood - Plank <input type="checkbox"/> Wood - Shake <input type="checkbox"/> Wood - Shingle
Number of Stories: _____ (Please see Appendix of Database Manual for choices for the following)			
Roof Type: _____		Architectural Style(s): _____	
Cladding: _____		Form: _____	

Field Survey Form

4. We have added choice menus for both plan type and structural system. The old form did not include choices for these two fields.
5. The Roof Type, Cladding, Architectural Style and Forms choice menus were too long to include on the form. Choices for these four fields can be found in Appendix 2 - Field Survey Form - Lists.
6. The old form included a field entitled, "High Styles/Forms" - on the new form, this field has been broken up into two different fields entitled, "Architectural Styles" and "Forms". Choice lists for these two fields are included on the lists appendix.
7. The rest of the form is basically the same. Many of the fields have more choices than the original form, but otherwise, the fields themselves are still included on the form.

Figure 2: Field Survey Form

Washington State Historic Property Inventory Field Form			
Location Section			
Field Site Number: _____		Date Recorded: _____	
Site Name - Historic: _____		Township _____ Range _____ Section _____ ¼ Section _____ ¼ ¼ Section _____	
Site Name - Common: _____		Quadrangle: _____	
Address: _____		Acreage: _____ Supplemental Map(s): _____	
City, State, Zip: _____		UTM References: Zone _____ Easting _____ Northing _____	
County: _____ Tax/Parcel Number: _____		Spatial Type: _____ Acquisition Code: _____	
Plat/Block/Lot: _____			
Identification Section			
Field Recorder: _____			
Owner Name: _____			
Owner Address: _____			
Owner City/State/Zip Code: _____			
Classification: ____ Building ____ Object ____ Site ____ Structure	Resource Status: ____ Survey/Inventory ____ National Register ____ State Register ____ Determined Eligible ____ Determined Not Eligible ____ Other (HABS/HAER/NHL) ____ Local Register ____ Demolished	Within a District? ____ Not Identified ____ Yes ____ No Contributing? ____ Not Identified ____ Yes ____ No	Local District: _____ National Register District/MPD: _____
Description Section			
Materials and Features/Structural Types (Please see Appendix of Database Manual for Current/Historic Use Choices)			
Current Use: _____			
Historic Use: _____			
Plan: <input type="checkbox"/> Apical <input type="checkbox"/> Center Space/Courtyard <input type="checkbox"/> Cross/Cruciform <input type="checkbox"/> Hexagonal <input type="checkbox"/> H-Shape <input type="checkbox"/> Irregular <input type="checkbox"/> L-Shape <input type="checkbox"/> None <input type="checkbox"/> Octagonal <input type="checkbox"/> Other	<input type="checkbox"/> Pavillion <input type="checkbox"/> Polygonal <input type="checkbox"/> Rectangle <input type="checkbox"/> Round <input type="checkbox"/> Semi-Circular <input type="checkbox"/> Square <input type="checkbox"/> Triangular <input type="checkbox"/> T-Shape <input type="checkbox"/> Unknown <input type="checkbox"/> U-Shape <input type="checkbox"/> Y-Shape	Structural System: <input type="checkbox"/> Balloon Frame/Platform Frame <input type="checkbox"/> Braced Frame <input type="checkbox"/> Clay Tile <input type="checkbox"/> Concrete - Block <input type="checkbox"/> Concrete - Poured <input type="checkbox"/> Log <input type="checkbox"/> Mixed <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Plank <input type="checkbox"/> Post and Beam <input type="checkbox"/> Steel <input type="checkbox"/> Stone - Cut <input type="checkbox"/> Stone - Uncut <input type="checkbox"/> Unknown	Changes to: Plan: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Cladding: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Windows: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Other: <input type="checkbox"/> Intact <input type="checkbox"/> Slight <input type="checkbox"/> Moderate <input type="checkbox"/> Extensive <input type="checkbox"/> Unknown Foundation: <input type="checkbox"/> Brick <input type="checkbox"/> Concrete - Block <input type="checkbox"/> Concrete - Poured <input type="checkbox"/> Log <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Parged <input type="checkbox"/> Post & Pier <input type="checkbox"/> Stone <input type="checkbox"/> Unknown Roof Material: <input type="checkbox"/> Asphalt/Composition <input type="checkbox"/> Asphalt/Composition - Shingle <input type="checkbox"/> Asphalt/Composition - Rolled <input type="checkbox"/> Ceramic - Tile <input type="checkbox"/> Clay Tile <input type="checkbox"/> Concrete - Tile <input type="checkbox"/> Metal <input type="checkbox"/> Metal - Corrugated <input type="checkbox"/> Metal - Standing Seam <input type="checkbox"/> Metal - Tile <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Slate <input type="checkbox"/> Unknown <input type="checkbox"/> Wood <input type="checkbox"/> Wood - Plank <input type="checkbox"/> Wood - Shake <input type="checkbox"/> Wood - Shingle
Number of Stories: _____ (Please see Appendix of Database Manual for choices for the following)			
Roof Type: _____		Architectural Style(s): _____	
Cladding: _____		Form: _____	

Field Survey Form

Figure 3: Narrative Section of the Inventory Field Form

Narrative Section	
Study Unit Themes: <ul style="list-style-type: none"><input type="checkbox"/> Agriculture<input type="checkbox"/> Architecture/Landscape Architecture<input type="checkbox"/> Arts<input type="checkbox"/> Commerce<input type="checkbox"/> Communications<input type="checkbox"/> Community Planning/Development<input type="checkbox"/> Conservation<input type="checkbox"/> Education<input type="checkbox"/> Entertainment/Recreation<input type="checkbox"/> Ethnic Heritage<input type="checkbox"/> Health/Medicine<input type="checkbox"/> Manufacturing/Industry<input type="checkbox"/> Military<input type="checkbox"/> None<input type="checkbox"/> Other<input type="checkbox"/> Politics/Government/Law<input type="checkbox"/> Religion<input type="checkbox"/> Science & Engineering<input type="checkbox"/> Social Movements/Organizations<input type="checkbox"/> Transportation<input type="checkbox"/> Unknown	Architect: _____ Engineer: _____ Builder: _____ Date of Construction: _____ Property appears to meet the criteria for the National Register: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to Determine Property is located in a potential historic district (local and/or National): <input type="checkbox"/> Yes, National <input type="checkbox"/> Yes, Local <input type="checkbox"/> No <input type="checkbox"/> Unable to Determine
Statement of Significance	
Description of Physical Appearance	
Major Bibliographic References	

8. The Study Unit Theme Section has remained unchanged.

Field Survey Form

Figure 4: Photography Data Collection Section of the Inventory Field Form

Photography Data Collection Sheet	
Property Name: _____	View of: _____
Property Address: _____	_____
Date Taken: _____	Comments: _____
Roll # _____	_____
Negative # _____	_____
Digital Camera Image # _____	_____
<hr/>	
Property Name: _____	View of: _____
Property Address: _____	_____
Date Taken: _____	Comments: _____
Roll # _____	_____
Negative # _____	_____
Digital Camera Image # _____	_____
<hr/>	
Property Name: _____	View of: _____
Property Address: _____	_____
Date Taken: _____	Comments: _____
Roll # _____	_____
Negative # _____	_____
Digital Camera Image # _____	_____
<hr/>	
Property Name: _____	View of: _____
Property Address: _____	_____
Date Taken: _____	Comments: _____
Roll # _____	_____
Negative # _____	_____
Digital Camera Image # _____	_____
<hr/>	
Property Name: _____	View of: _____
Property Address: _____	_____
Date Taken: _____	Comments: _____
Roll # _____	_____
Negative # _____	_____
Digital Camera Image # _____	_____

This page was developed to assist the field recorder while documenting images shot in the field. The photographer can jot notes for each property on this supplemental sheet to the Field Survey Form. The form can be used to keep track of multiple images taken of one property or can be used as a laundry list of all photos taken in the field. This form also follows the information requested in the database for entering and editing images.

Appendix 2: Field Survey Form - Lists

Appendix 2 gives the surveyor the list of choices for six categories on the new field survey form that are too long to be included on the form itself.

Styles List

American Foursquare
American Foursquare - Colonial
American Foursquare - Craftsman
American Foursquare - Prairie
American Foursquare - Spanish
Art Deco
Art Deco - PWA Moderne
Art Deco - Streamlined Moderne
Art Deco - Zig Zag
Arts & Crafts
Arts & Crafts - Craftsman
Arts & Crafts - Prairie Style
Arts & Crafts - Rustic / National Park
Arts & Crafts - Swiss Chalet
Beaux Arts
Beaux Arts - American Renaissance
Beaux Arts - Neo-Classical
Colonial
Colonial - Cape Cod
Colonial - Colonial Revival
Colonial - Dutch Colonial
Colonial - Federal Revival
Colonial - Garrison
Colonial - Georgian Revival
Colonial - Rambling Colonial
Colonial - Williamsburg
Commercial
Commercial - Chicago School
Commercial - Highway Strip
Commercial - Sullivanese
Exotic
Exotic - Art Nouveau
Exotic - Baroque
Exotic - Egyptian
Exotic - Far Eastern
Exotic - Moorish
French
French - Chateausque
French - French Eclectic
French - French Renaissance
Gothic
Gothic - Collegiate Gothic
Gothic - Gothic Revival
Gothic - Late Gothic Revival
Greek Revival
Italian
Italian - Italian Renaissance
Italian - Italianate
Italian - Second Empire
Modern
Modern - A Frame
Modern - Articulated Frame - Concrete
Modern - Articulated Frame - Steel
Modern - Brutalism
Modern - Contemporary
Modern - Corporate Modern/Slick Skin
Modern - Curtain Wall
Modern - Deconstructive
Modern - Geodesic Dome
Modern - International Style
Modern - Miesian
Modern - Neo-Expressionism
Modern - New Formalism
Modern - Northwest Regional
Modern - Populuxe / Googie
Modern - Postmodern
Modern - Quonset Hut
Modern - Shed
Modern - Solid End Wall
Modern - Stripped Classical
Modern - Structural Aesthetics
Modern - Wrightian
None
Other
Other - Agricultural
Other - Eclectic/Mixed
Other - Industrial
Other - Utilitarian
Queen Anne
Queen Anne - Castellated
Queen Anne - Cottage
Queen Anne - Eclectic
Queen Anne - Free Classic
Queen Anne - Richardsonian Romanesque
Queen Anne - Shingle Style
Queen Anne - Stick
Ranch
Ranch - California Monterey Style
Ranch - Minimal Traditional
Ranch - Split Level
Ranch - Storybook Ranch
Ranch - World War II Era Cottage
Roadside
Spanish
Spanish - Eclectic
Spanish - Mediterranean
Spanish - Mission
Spanish - Pueblo
Spanish - Spanish Colonial Revival
Tudor
Tudor - Composite
Tudor - Cottage
Tudor - Elizabethan
Tudor - Jacobethan
Tudor - Provincial
Tudor - Transitional Tudor
Unknown
Various
Vernacular
Western Falsefront

Roof Types

Barrel Vault
Conical
Crenelated
Dome
Flat with Eaves
Flat with Parapet
Gable
Gable - Bellcast Gable
Gable - Clipped Gable/Jerkinhead
Gable - Cross Gable
Gable - Front Gable
Gable - Gable-on-Hip
Gable - Parallel Gables
Gable - Side Gable
Gambrel
Hip
Hip - Bellcast Hip
Hip - Cross Hipped
Hip - Hip with cross gable
Hip - Hip-on-Gable
Hip - Parallel Hipped
Mansard
Monitor
None
Octagonal
Other
Parabolic
Pyramidal
Saltbox
Sawtooth
Shed
Unknown
Varied Roof Lines

Cladding

Brick
Brick - Clinker
Brick - Common Bond
Brick - English Bond
Brick - Flemish Bond
Brick - Roman
Brick - Stretcher Bond
Ceramic Tile
Concrete
Concrete - Block
Concrete - Poured
Glass
Glass - Carrera Glass/ Vitrolite
Glass - Curtain Wall
Glass - Glass Block
Log
Log - Decorative Half
Log - Full-dovetail
Log - Half-dovetail
Log - Other
Log - Saddle
Log - V Notched
Metal
Metal - Aluminum Siding
Metal - Cast Iron
Metal - Copper
Metal - Corrugated
Metal - Porcelain Enamel Panels
Metal - Pressed Tin
None
Other
Shingle
Shingle - Chisel
Shingle - Combed
Shingle - Combination
Shingle - Concrete/Asbestos
Shingle - Coursed
Shingle - Diamond
Shingle - Fishscale
Shingle - Sawtooth
Shingle - Staggered
Stone
Stone - Ashlar/Cut
Stone - Cast
Stone - Cobble Stone
Stone - River Rock
Stone - Rubble
Stucco
Terra Cotta
Unknown
Veneer
Veneer - Brick
Veneer - Metal Screen
Veneer - PermaStone
Veneer - Plastic
Veneer - Rolled Asphalt
Veneer - Vinyl Siding
Vertical - Board-and-Batten
Vertical - Boards
Wood
Wood - Clapboard
Wood - Drop Siding
Wood - Plywood
Wood - Shiplap
Wood - T 1-11

Forms

Agricultural

Agricultural - Bank Barn
Agricultural - Bow Truss Barn
Agricultural - Dutch Barn
Agricultural - English Barn
Agricultural - Gambrel Barn
Agricultural - Round Barn
Agricultural - Shed Barn
Agricultural - Western Barn

Commercial

Commercial - Campus
Commercial - Central Block with Wings
Commercial - Enframed Block
Commercial - Enframed Window Wall
Commercial - Flatiron
Commercial - Mall
Commercial - One-Part Block
Commercial - One-Part Vertical Block
Commercial - Strip Commercial
Commercial - Temple Front
Commercial - Three-Part Vertical Block
Commercial - Two-Part Block
Commercial - Two-Part Vertical Block
Commercial - Vault

Hotel/Motel

Hotel/Motel - Downtown Commercial Hotel
Hotel/Motel - Downtown Residential Hotel
Hotel/Motel - Motel
Hotel/Motel - Motor Inn
Hotel/Motel - Mountain Lodge
Hotel/Motel - Tourist Court

Industrial

Multi-family

Multi-family - Duplex
Multi-family - Four Unit Block
Multi-family - Multi-story Apartment Block
Multi-family - Row House
Multi-family - Triplex
Multi-family - U Court

None

Other

Single Family

Single Family - "I" House
Single Family - American Foursquare
Single Family - Bungalow
Single Family - Cross Gable
Single Family - Gable Front and Wing
Single Family - Gable Fronter / Homestead
Single Family - Side Gable
Single Family - Workingman's Foursquare

Unknown

Utilitarian

Current/Historic Use List

Domestic - Single Family House	Agriculture/Subsistence - Processing
Domestic - Multiple Family House	Agriculture/Subsistence - Storage
Domestic - Secondary Structure	Agriculture/Subsistence - Agricultural Field
Domestic - Hotel	Agriculture/Subsistence - Animal Facility
Domestic - Institutional Housing	Agriculture/Subsistence - Fishing Facility or Site
Domestic - Camp	Agriculture/Subsistence - Horticultural Facility
Domestic - Village Site	Agriculture/Subsistence - Agricultural Outbuilding
Commerce/Trade - Business	Agriculture/Subsistence - Irrigation Facility
Commerce/Trade - Professional	Agriculture/Subsistence - Farmstead
Commerce/Trade - Organizational	Industry/Processing/Extraction - Manufacturing Facility
Commerce/Trade - Financial Institution	Industry/Processing/Extraction - Extractive Facility
Commerce/Trade - Specialty Store	Industry/Processing/Extraction - Waterworks
Commerce/Trade - Department Store	Industry/Processing/Extraction - Energy Facility
Commerce/Trade - Restaurant	Industry/Processing/Extraction - Communications Facility
Commerce/Trade - Warehouse	Industry/Processing/Extraction - Processing Site
Commerce/Trade - Trade (archaeology)	Industry/Processing/Extraction - Industrial Storage
Social - Meeting Hall	Health Care - Hospital
Social - Clubhouse	Health Care - Clinic
Social - Civic	Health Care - Sanitarium
Government - Capitol	Health Care - Medical Business/Office
Government - City Hall	Health Care - Resort
Government - Correctional Facility	Defense - Arms Storage
Government - Fire Station	Defense - Fortification
Government - Government Office	Defense - Military Facility
Government - Diplomatic Building	Defense - Battle Site
Government - Custom House	Defense - Coast Guard Facility
Government - Post Office	Defense - Naval Facility
Government - Public Works	Defense - Air Facility
Government - Courthouse	Landscape - Parking Lot
Government - Lookout	Landscape - Park
Government - Ranger Station	Landscape - Plaza
Government - Border Patrol	Landscape - Garden
Education - School	Landscape - Forest
Education - College	Landscape - Unoccupied Land
Education - Library	Landscape - Underwater
Education - Research Facility	Landscape - Natural Feature
Education - Education Related	Landscape - Street Furniture/Object
Religion - Religious Facility	Landscape - Conservation Area
Religion - Ceremonial Site	Transportation - Rail-Related
Religion - Church School	Transportation - Air-Related
Religion - Church Related Residence	Transportation - Water-Related
Funerary - Cemetery	Transportation - Road-Related (vehicular)
Funerary - Graves/Burials	Transportation - Pedestrian-Related
Funerary - Mortuary	Work-in-Progress
Recreation and Culture - Theater	Unknown
Recreation and Culture - Auditorium	Vacant/Not in Use
Recreation and Culture - Museum	Other
Recreation and Culture - Music Facility	
Recreation and Culture - Sports Facility	
Recreation and Culture - Outdoor Recreation	
Recreation and Culture - Fair	
Recreation and Culture - Monument/Marker	
Recreation and Culture - Work of Art	

Appendix 3: Study Unit Themes

Appendix 3 is intended to give the surveyor more information about the Study Unit Theme topic in the Narrative Section of the database.

STUDY UNIT THEMES

Historic resources express themes exhibited in the broad patterns of our history. These associations are often crucial to establishing a resource's significance whether or not the resource is a site, building, district, structure, or object. You will find below a glossary of themes (called "Areas of Significance" by the National Register of Historic Places) and representative examples of the kind of resources expressing such themes.

In assigning resources to themes, keep in mind two factors: that it is historic thematic association that is being sought and that there can be overlap. For example, an irrigation system can be construed as expressing the theme of agriculture and can also be significant for its qualities of engineering. This overlap factor is especially apparent when considering residential properties. A single family residential structure exhibiting the details of Colonial Revival styling may also have been the residence of a prominent military leader. Thus, the resource in question can be said to exhibit both architecture and military themes.

Agriculture: The process and technology of cultivating soil, producing crops; livestock raising, horticulture.

Architecture/Landscape Architecture: The practical art of designing and constructing buildings, structures, and objects to serve human needs, and the practical art of designing or changing land, bodies of water, and natural elements to enhance the physical environment (includes the various architectural styles; vernacular building types, and other building types; includes park designs and designers; includes marine architecture).

Arts: Concerning creative works and their principles in the area of fine arts and crafts; sculpture; performing arts such as theater, film, and music; literature; painting; and photography.

Commerce: Sale or exchange of goods and services and commodities and the social contacts thereby encouraged (includes wholesale and retail business; professional, i.e. banking, legal and medical practices; unskilled services; import/export business; and maritime-related business such as warehouses).

Communications: The technology and process of transmitting information (includes all media; telegraph, newspapers, other publications, radio, television, telephone, etc.).

Community Planning and Development: The practical art of designing and changing the physical structure of communities from predetermined principles to enhance the quality of life (includes urban and rural land use planning).

Conservation: The preservation, maintenance, and management of natural or man-made resources.

Education: the process of conveying or acquiring knowledge or skills through systematic instruction, training, or study (includes public and private primary and secondary schools, college and university systems, trade, specialty and religiously-affiliated schools; libraries).

Entertainment/Recreation: The development and practice of leisure activities for refreshment, diversion, amusement or sport (includes resorts, amusement parks, zoos, country clubs, taverns).

Ethnic Heritage: The history of persons having a common ethnic or racial identity.

STUDY UNIT THEMES

Health/Medicine: The care of the sick or disabled; the promotion of health and hygiene (hospitals, clinics, etc.; includes religiously-affiliated medical facilities).

Manufacturing/Industry: The technology and process of managing materials, labor and equipment to produce goods and services (includes extractive and productive industry).

Military: The system of defending the territory and sovereignty of a people (includes armaments, facilities, all armed forces, and individual soldiers).

Politics/Government/Law: The enactment and administration of laws by which a nation, state, or other political jurisdiction is governed, and the interpretation and enforcement of society's legal code (includes community services/institutions such as police, fire, penal institutions, etc.).

Religion: The organized worship of God or other supernatural being.

Science and Engineering: The systematic study of natural law and phenomena and the practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs. (This category includes invention).

Social Movements and Organizations: The systems for people living, working, or recreating in a group or the means to promote the welfare of a group (includes fraternal orders and labor organizations, temperance societies, and other resources associated with social movements).

Transportation: The process and technology of conveying passengers or materials (includes maritime, air, and ground transportation systems).

Other: Any area not covered by the above categories, for example: Exploration/Settlement.

Study Unit Themes and Examples of Related Resources

Agriculture	Architecture/Landscape Architecture	Arts
Barns Hop Kilns Outbuildings Silos Grain Elevators Buildings associated with orchards, i.e.: prune dryers Farmsteads Corrals Dairies Farm Houses	Styles over time Building types/forms <ul style="list-style-type: none"> • Houseboats • Log Structures • Rural Buildings Landscape Architecture <ul style="list-style-type: none"> • Parks Houses of architects and landscape designers	Art Museums Stage Theaters/Playhouses Studios Concert Halls Houses of Artists, etc.
Commerce	Communications	Community Planning & Development*
Banks Retail Businesses Mixed Use Offices Warehouses Farmer's Markets Shopping Malls Houses of Commercial Leaders	Newspaper Offices Radio/TV Stations Telegraph Stations Houses of those associated with communications, i.e.: journalists	Planned Communities Utopian Communities Company Towns Houses of Planners/Developers <i>*this is often cited for groups of buildings, etc., i.e. districts</i>
Conservation	Education	Entertainment/Recreation
Parks/Reserves CCC Buildings Reclamation/Conservation Projects Zoos Houses of Conservationists	Libraries Schools Universities Colleges Lyceums Academies Parochial Schools Museums other than those for the Arts Houses of Educators	Lodges Hotels CCC Buildings Parks Public Pools Bath Houses Summer Homes Amusement Parks Movie Houses
Ethnic Heritage	Health/Medicine	Manufacturing/Industry
Buildings, objects, sites, structures associated with persons of various ethnic groups	Hospitals Clinics Religiously affiliated Hospitals Houses of Physicians	Sawmills Shingle Mills Grist Mills Aircraft Manufacturing Bldg. Ship Manufacturing Bldg. Fish Processing Buildings Food Processing Buildings Houses of Manufacturing Personages

Study Unit Themes and Examples of Related Resources

Military	Politics/Government/Law	Religion
Fortifications Officer Housing Storage Buildings Barracks Blockhouses Ships Aircraft Airfields Battlegrounds Veterans Homes Veterans Hospitals Houses of Military Personages	Courthouses Post Offices Jails Legislative Halls Fire Stations Police Stations City/Town Halls State/Federal Office Buildings CCC Buildings WPA Structures Houses of Government Executives/Politicians	Churches Rectories Religiously Affiliated Schools Missions Houses of Religious Leaders
Science & Engineering	Social Movements & Organizations	Transportation
Bridges Powerplants Dams Houses of Scientists/Engineers	Clubs Fraternal Organizations YWCA/UMCA Temperance Societies Granges Poor Farms/Orphanages House of those significant to Social Movements	Railroad Stations Roundhouses Freight Buildings Trails Roads Bridges Aircraft Airfields Lighthouses Ferries Ferry Docks Boats Bus Stations Gas Stations Houses of Transportation Personages